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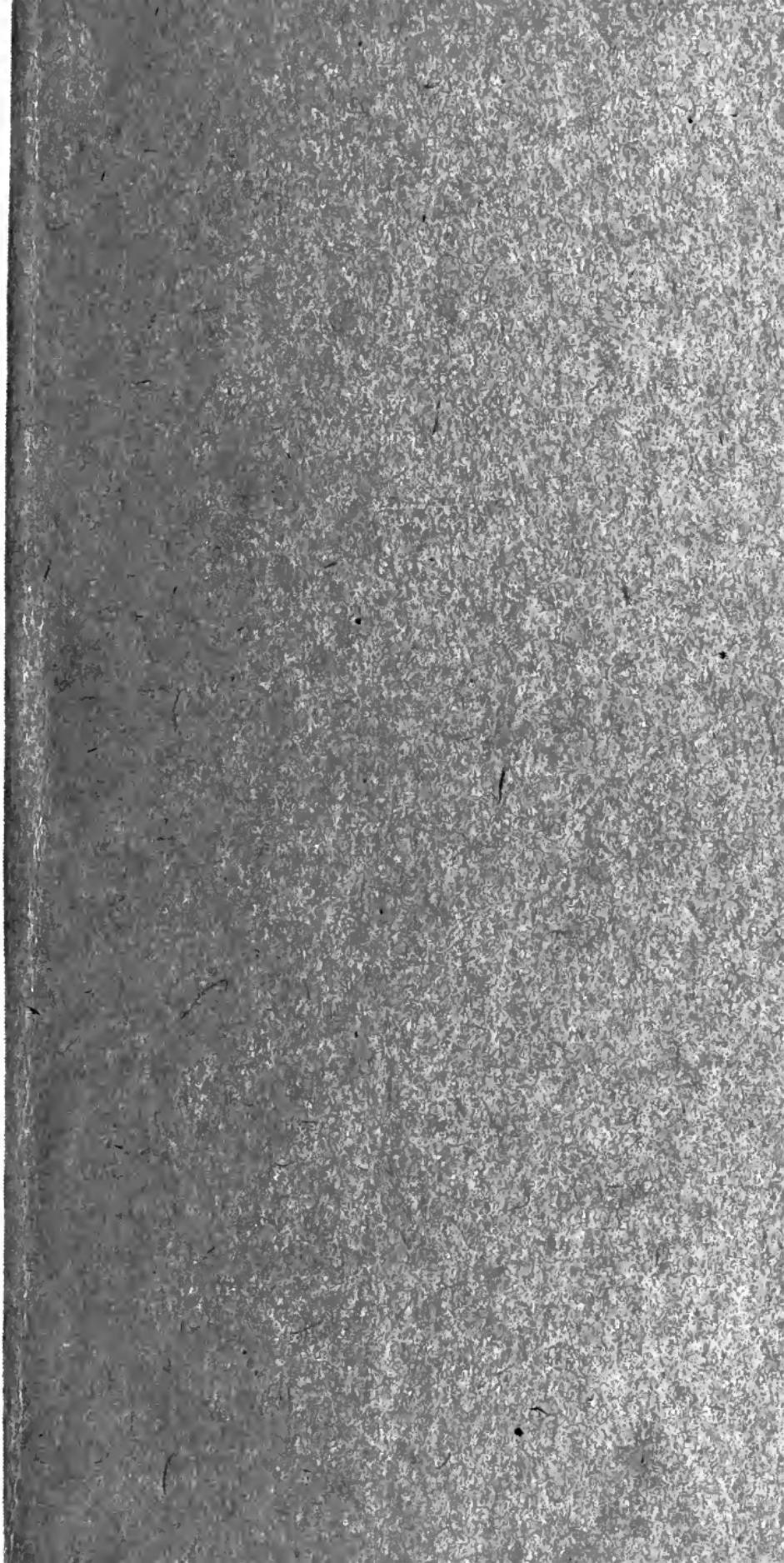
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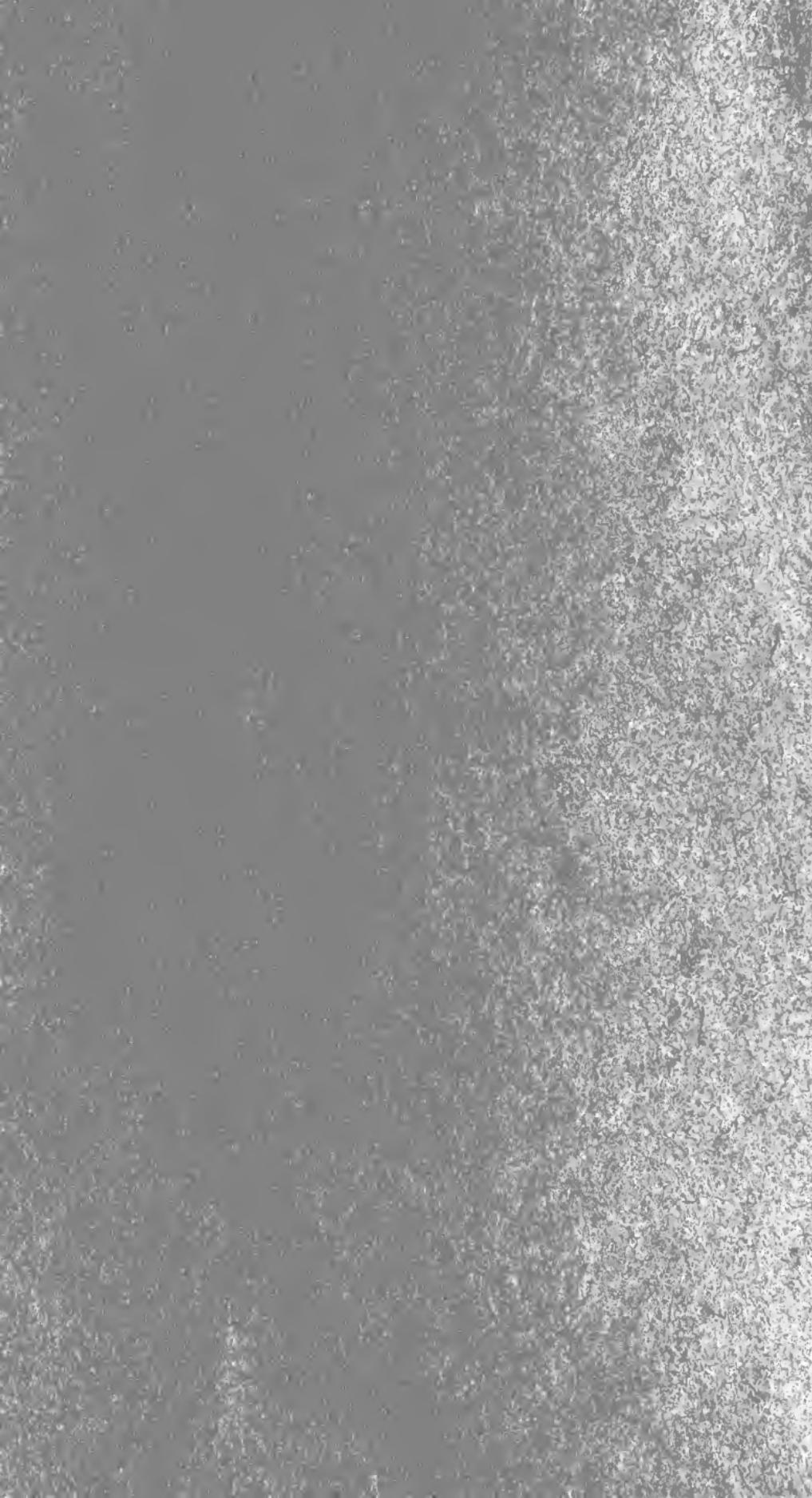


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HANDBOOK  
OF THE  
**STATE LIBRARY COMMISSION**  
FOR THE  
**STATE OF DELAWARE**

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**ESTABLISHED 1901**

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COMPILED FOR THE COMMISSION

BY

FLORENCE BAYARD KANE

Pray thee, take care, that tak'st my book in hand,  
To read it well : that is to understand.

JONSON.

---

**NEW EDITION, REVISED AND ENLARGED,**

**Including the Library Law of 1903**

---

HEADQUARTERS AT THE  
**COURT HOUSE, DOVER**

1904





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LIBRARY  
SCHOOL

## STATE LIBRARY COMMISSION.

### MEMBERS.

MRS. JAMES W. ANTHONY, <i>a. L. Bailey</i> SMYRNA.	Appointed Jan. 14, 1902, for 2½ years.
GEORGE F. POWERMAN, <i>George F. Powerman</i> WILMINGTON.	Appointed June 3, 1901, for 5 years.
ISAIAH J. BRASURE, <i>Isaiah J. Brasure</i> SELBYVILLE.	Appointed Dec. 17, 1903, for 5 years.
HENRY P. CANNON, <i>Henry P. Cannon</i> BRIDGEVILLE.	Appointed Dec. 17, 1903, for 5 years.
DANIEL W. CORBIT, <i>Daniel W. Corbit</i> ODESSA.	Appointed June 3, 1901, for 5 years.
MANLOVE HAYES, <i>Manlove Hayes</i> DOVER.	Appointed June 3, 1901, for 5 years.
MISS HELEN MCKIM, <i>Helen McKim</i> MILFORD.	Appointed Dec. 31, 1903, for 5 years.
MRS. ELLA C. MARSHALL, <i>Ella C. Marshall</i> DOVER.	Appointed June 3, 1901, for 5 years.
MRS. CHARLES R. MILLER, <i>Charles R. Miller</i> WILMINGTON.	Reappointed June 3, 1902, for 5 years.

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*H. R. Harrington*  
CORNELIUS FREAR, SECRETARY.  
MISS I. V. CULBRETH, LIBRARIAN.

All correspondence relating to the work of the Commission should be addressed to THE STATE LIBRARY COMMISSION, DOVER, DELAWARE.

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# THE STATE LIBRARY COMMISSION FOR THE STATE OF DELAWARE.

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Consider what you have in the smallest well chosen library. A company of the wisest, wittiest men picked out of all civil countries, in a thousand years, have set in best order the results of their learning and wisdom.

EMERSON.

## FREE PUBLIC LIBRARIES.

The initiative in all library movements must come from individuals and communities, but the State Library Commission of Delaware stands ready to render all possible assistance to the end that the libraries of Delaware may be raised to a higher rank and that the citizens of the State may be happier and better fitted for citizenship by reason of their acquaintance with "the literature of power which inspires and builds character, and of the literature of knowledge which informs and builds prosperity."

The compilation of this Handbook has been very materially aided by the kindness and generosity of the older State Library Commissions, and contains so much that will aid our various school districts in their efforts to avail themselves of the opportunities opened to them by the passage of the new Library Law of March 31, 1903, that it is hoped that the little book may be read with attention by those into whose hands it falls.

The purposes for which this Commission was created were to promote the establishment and efficiency of Free Public Libraries. Can it serve your community in either

of these respects by co-operating with any local movement in these directions?

Do you desire more information on library subjects?

Many inquiries regarding the organization of libraries, procuring a competent librarian, the selection of books, library supplies, classification, cataloguing, etc., are answered in this book, but should further information be desired, every effort will be made to give it, and a personal visit will be made if deemed necessary, without expense to the local library whenever possible.

All correspondence relating to the work of the Commission should be addressed to The State Library Commission, Dover, Delaware.

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Ignorance is a prolific mother of vice and crime, and whatever tends to destroy ignorance aims a blow also at the existence of crime.

ANON.

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## HOW TO START A FREE PUBLIC LIBRARY MOVEMENT.

The first step must be to arouse public sentiment in its favor.

A few earnest people realizing the need of a Library, must determine that the people of their community shall have the benefit of free books, and must plan and work and agitate until every one is aroused to the fact that this opportunity is for them and for their children if they will but take it.

They should hold a small meeting of influential workers for the measure, and decide upon a definite plan of action.

As it is essential that the provisions of the law should be fully understood by the active spirits engaged in the work of awakening public sentiment upon this subject, the law should be carefully read and considered, and for its full comprehension no better help could be desired than will

be found in the admirably clear and simple explanation of it written by Henry Ridgely, Jr. Esq., of Dover, for the sixth annual meeting of the Delaware State Federation of Women's Clubs, held in May 1903, which follows this article on p. 16.

A synopsis of the amended Library Law will precede its full text, and may also be found helpful to a proper understanding of it. Both the synopsis and the Law will be found at the end of the Handbook, on pages 83-100.

When the attention of the public is thoroughly aroused, the time will have come to present the petition of the necessary number of qualified electors to the School Board, or Committee, that the question of whether or not they will have a Free Public Library should be submitted to the voters on the next day after the regular school election. The following is a good form for such a petition :

## FORM

FOR A PETITION OF QUALIFIED ELECTORS TO A  
BOARD OF EDUCATION

OR  
SCHOOL COMMITTEE.

To the { Board of Education or School Committee of School District, No. — \_\_\_\_\_, \_\_\_\_\_ County.

### Gentlemen :

We, the undersigned qualified electors in said district, respectfully request the Board of Education, or School Committee, to submit the question as to the establishment of a Free Public Library in said district to the qualified electors thereof, at a special election to be held on the day

next following the next town election, not being Sunday or a legal holiday.

Signatures :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On receiving such a petition, duly signed, at least thirty days before the regular school elections, it is the duty of the Board of Education, or School Committee, to give the notices required by law, but if for any reason they neglect their duty, any qualified elector—man or woman—may give the notices and they will be equally effectual. The following is a good form for such notices, and its statements can be readily altered to suit the facts in the case.

A FORM FOR A NOTICE TO QUALIFIED ELECTORS.

**NOTICE!**

WHEREAS, A Petition has been presented to the Board of Education, or School Committee, of School District, No. — of —, — County by at least — qualified electors in said District thirty days at least before the next succeeding regular school election, praying that the Board of Education, or School Committee, submit the question as to the establishment of a Free Public Library in said district to the qualified electors thereof, at a special election to be held on the day next following the ensuing regular school election.

Now, THEREFORE, In pursuance of said petition and by virtue of the power and authority contained in Chapter 362, Vol. 22, Laws of Delaware, entitled, "An Act providing for the Establishment and Maintenance of Free Public Libraries," the Board of Education, or School Committee, of District No. — hereby gives notice that on Monday, the — day of June, 190—, (it being the day next following the ensuing regular town election, not Sunday or a legal holiday), a special election will be held for the pur-

pose of submitting to the qualified electors of said District the question as to the establishment of a Free Public Library.

Those favoring the establishment of a Free Library will vote by ballot, upon which shall be printed or written the words "For a Free Library ;" and those opposing the establishment of a Free Library will vote by ballot upon which shall be printed or written the words "Against a Free Library."

Said election will be held in the \_\_\_\_\_ in District No. \_\_\_ of \_\_\_\_, on the day and year aforesaid, and will be opened at \_\_\_ o'clock — M., and closed at \_\_\_ o'clock, — M., and will be conducted, ballots counted and results certified as now are provided by the Law for regular school elections.

The Board of Education, or School Committee, of District No. \_\_\_ of \_\_\_\_.

Attest : \_\_\_\_\_ Clerk.

\_\_\_\_\_, \_\_\_\_\_, 190—.

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The friendly services of some one member of the Board should be enlisted that he may be ready to support the petition and introduce a resolution to submit the question to the voters as requested.

Usually the members of the School Boards will be found very willing to follow public sentiment in founding public enterprises, but, like other human beings they are governed somewhat by their prejudices and should be approached by people whom they respect, and who have tact and good judgment. An enthusiastic but tactless hobby rider may easily undo months of careful work in the development of interest and confidence in a library movement.

The chief difficulty which will confront the library worker will probably be on the part of the tax-payers who naturally object to any increase of their burdens, but it

seems likely that their objections will be readily over-ruled when they realize that the amount of tax permitted by law is so small, and the benefits to accrue to its use so great, and a tactful person ought to be able to persuade the most obdurate tax-payer to withdraw his opposition.

The necessity of a Free Public Library should be urged through the local press, upon the platform and by private appeals. Include in the canvass all citizens irrespective of creed, business or politics, whether educated or illiterate. To ignore any class is to imply its indifference to education and frequently to make its leaders hostile when they might well have been enthusiastic friends.

Enlist the support of the teachers, and through them, of the children and parents. Literary societies, Chautauqua circles, Debating and Women's Clubs and all other allied agencies for the public good should be earnest champions of the movement.

The local newspapers will be found to be a powerful agency in enlisting and sustaining interest in the measure.

Herewith are presented some of the reasons which have found weight in other States where the success of Free Public Libraries is no longer questioned and where, even in the smallest communities, it has long passed the stage of experiment. And let those Delawareans who after reading will still say that "*Ours* is not a reading community,"—that "No one round *here* cares for books," or that "We have no time to read"—let them turn to p. 20 of this Handbook and find the answer to all such Doubting Thomases in Henry Ridgely, Jr.'s account of the library experience of Dover. What has happened there is in no way exceptional—beyond the fact that it has occurred in the heart of our own little State—it is the practically universal experience of libraries everywhere, which, however small, are owned by the people; which have a steady growth from year to year, however slow; which are abso-

lutely free, and which have an assured income, though it be one of but a few dollars.

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The more books of the right kind are read, the more efficient a Nation becomes. To deny that books of the right kind contribute to human efficiency, or that the great books of a Nation contribute to a Nation's efficiency, is like a refusal to acknowledge that heat comes from the sun, or motive power from steam. No man or woman who contests that sort of proposition deserves a hearing.

SIDNEY LEE.

All may learn, and all may be comforted.—I Corinthians xiv, 31.

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### **WHAT A FREE LIBRARY DOES FOR A COUNTRY TOWN.**

1. It keeps boys home in the evening by giving them well-written stories of adventure.
2. It gives teachers and pupils interesting books to aid their school work in history and geography, and makes better citizens of them by enlarging their knowledge of their country and its growth.
3. It provides books on the care of children and animals, cookery and housekeeping, building and gardening, and teaches young readers how to make simple dynamos, telephones and other machines.
4. It helps clubs that are studying history, literature, or life in other countries, and throws light upon Sunday-school lessons.
5. It furnishes books of selections for reading aloud, suggestions for entertainments and home amusements, and hints on correct speech and good manners.
6. It teaches the names and habits of the plants, birds and insects of the neighborhood, and the differences in soil and rock.
7. It tells the story of the town from its settlement, and keeps a record of all important events in its history.
8. It offers pleasant and wholesome stories to readers of all ages.

Let us thank God for books. When I consider what some books have done for the world, and what they are doing, how they keep up our hope, awaken new courage and faith, soothe pain, give an ideal life to those whose homes are hard and cold, bind together distant ages and foreign lands, create new worlds of beauty, bring down truths from Heaven—I give eternal blessings for this gift and pray that we may use it aright, and abuse it not.

CLARKE.

## **REASONS FOR HAVING A FREE PUBLIC LIBRARY.**

The Public Libraries have without delay become an essential part of a public education system and are as clearly useful as the Public Schools. They are not only classed with schools but have generally become influential adjuncts of the Public Schools. The number of readers is rapidly increasing and the character of the books is constantly improving.

Not unfrequently the objection is heard that the Public Libraries are opening the doors to light and useless books ; that reading can be, and often is, carried to a vicious and enervating excess, and therefore that the Libraries' influence is doubtful and on the whole not good. This argument does not need elaborate exposure.

The main purpose of the Library is to counteract and check the circulation and influence of the empty and not infrequently vicious books that are so rife. A visit to any news-stand will disclose a world of low and demoralizing "penny dreadfuls" and other trash. These are bought by boys and girls because they want to read and can nowhere else obtain reading material. This deluge of worthless periodicals and books can be counteracted only by gratuitous supplies from the Public Library.

Whether these counteracting books be fiction or not, they may be pure and harmless, and often of intellectual merit and moral excellence. The question is not whether people shall read fiction—for read it they will—but

whether they are to have *good* fiction instead of worthless and harmful trash.

The tendency to read inferior books can soon be checked by a good Library. If the attention of the children in school is directed to good books, and the Free Library contains such books, there will be no thought of the newsstand as the place for finding reading matter.

The economical reason for establishing Free Public Libraries is the fact that public officers and public taxation manage and support them efficiently and make them available to the largest number of readers. By means of a Free Library there is the best utilization of effort and of resources at a small cost to individuals.

While a private library may greatly delight and improve the owner and his immediate circle of friends, it is a luxury to which he and they only can resort.

A Library charging a fee may bring comfort to a respectable board of directors by ministering to a small and financially independent circle of booktakers, by its freedom from the rush of numerous and eager readers, and by strict conformity to the notions and vagaries of the managers. But such a Library never realizes the highest utility. The greater part of the books lie untouched upon the shelves and compared with the Free Library it is a lame and impotent affair.

The books of a Public Library actively pervade the community ; they reach and are influential with very large numbers and the utility of the common possession—books—is multiplied without limit.

Before several of our towns lies the question of opening to all what is now limited to those who pay a fee. This is not merely a limitation—it is practically a *prohibition*.

Whether right or wrong,—and that we need not now discuss,—human beings as at present constituted *will not*

frequent in large numbers Libraries that charge a fee. The spirit of the age and the tendency of liberal communities are entirely in favor of furnishing this means of education and amusement without charge. Certainly towns which can maintain by taxation, paupers, parks, highways and schools have no reasonable ground for denying free reading to their inhabitants.

These towns spend vast sums of money in providing education, and yet omit the small extra expenditure which would enable young men and women to continue their education.

The experience of the Library Commissions of our other States has amply demonstrated that Libraries and literature are sought for and appreciated quite as much by rural communities as by the larger towns, and not unfrequently the appreciation is apparently keener because of the absence of interests and amusements other than those provided by the Library. There is now no real reason why every part of this State may not enjoy the advantages and pleasures of book distribution, for concentration of effort in the small towns elsewhere has provided efficient, attractive and economical Libraries, and could as well do so here.

---

### PERMANENCE OF DELAWARE LIBRARIES.

An important point to be considered is that Delaware's Public Libraries are to be *permanent and growing institutions*. A stationary Library is soon exhausted by every active reader, and afterwards fails to offer that novelty which is one of the strongest inducements to reading, but our law has been wisely so drawn by Henry Ridgely, Jr. that those school districts which once decide in favor of having Free Libraries bind themselves to annually make appropriations to maintain them afterwards, and by this means the law has provided for yearly additions of new books.

The collection of books once formed and steadily enlarged will place these experimental Libraries beyond the reach of change, beyond the doubts and fears of to-day, and will justify the hopes and aspirations of their promoters. If only fifty or one or two hundred books can be added to each small Library annually, it requires little computation to make it plain that—allowing for loss and wear—at the end of a decade or two, there must be many large and useful Libraries in Delaware.

To them—as to a visible nucleus—will be attracted gifts and legacies, and with the current of popular attention constantly directed to them, and with the children passing through them on their way to the activities of life, they are certain to become the centers of the intellectual life of the people, for though “Laws die ; Books never” said Richelieu.

Libraries are needed to furnish the incentive and the opportunity for wider study to the pupils of the schools, to teach them “the science and art of reading for a purpose,” to give each child with a hidden talent the chance to discover and develop it ; to give to each workman and artisan a chance to know what his ambitious fellows are doing ; to give to tired men and women—weary and worn from treading a narrow round—excursions in fresh and delightful fields ; to give to clubs for study and amusement materials for better work ; and last, but by no means least, to give wholesome employment to all classes for those idle hours that wreck more lives than any other cause.

If a Book come from the heart, it will contrive to reach other hearts ; all art and author-craft are of small account to that . . . In Books lies the *soul* of the whole Past Time ; the articulate audible voice of the Past, when the body and material substance of it has altogether vanished like a dream . . . All that mankind has done, thought, gained, or been : it is lying as in magic preservation in the pages of Books.

CARLYLE.

Read not to contradict and confute, nor to believe and take for granted, nor to find talk and discourse, but to weigh and consider.

BACON.

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## EXPLANATION OF THE LIBRARY LAW

BY

HENRY RIDGELY, JR.

Two years and a-half ago the establishment of a Free Library anywhere in the State of Delaware, except Wilmington, was dependent upon individual philanthropy ; to-day nothing more is required than energy and public spirit.

In the past, no community in our State could hope to furnish its inhabitants with free reading material unless through the generosity of a wealthy citizen ; in this present, no community need be without such a hope and its speedy consummation.

Before, there were good reasons why there were no more Public Libraries in Delaware ; now there is no valid excuse for the lack of them in any section.

In 1901, our incorporated towns generally were given the opportunity of establishing Free Public Libraries ; in 1903 it has been made possible to have as many such Libraries in Delaware as there are public school buildings.

As is known, the whole State is apportioned into school districts so that every community may have its free school. By the recent new or amendatory Library Act, these school districts have been made library districts also, so that every community with a free school may have a Free Library as well.

The manner of going about the establishment of a Free Public Library in a school district is simple enough. The first step is to present a petition to the School Board or Committee of the district. All that the petition need State is that the signers are qualified electors of the school

district, that they desire a Free Library established therein, and that they request the Board or Committee to call an election for that purpose on the day following the next regular school election, not being Sunday or a legal holiday. [See p. 6.—Ed.]

The number of signers necessary to such a petition depends upon the class to which the district belongs as fixed by the law. This classifying of the districts will be explained hereafter. At present, it is sufficient to state that if the district be of the first or second class, twenty signers are required ; if of the third, fourth or fifth class, ten signers ; and in districts of the sixth or seventh class, five signers.

The petition must be presented at least thirty days before the then next succeeding school election.

After such a petition is presented, the School Board or Committee is bound to call the special election as requested. Everyone qualified to vote at the school election, may legally vote at such special election. *This includes, of course, all resident female tax-payers.* If at the special election, a majority of the ballots cast is marked "For a Free Library," the main object has been accomplished. If, however, a majority is against it, work for it the next time ; the law permits you to try each year until you succeed.

In this connection it may not be improper to call your attention to the fact that as our State Constitution makes it imperative that districts for schools for the whites be kept separate and distinct from those for the blacks ; this distinction and separation is, of course, continued in the case of Library districts also.

A very pertinent question may suggest itself here, how are the means with which to maintain a Free Library to be secured, even if it be established by vote ? The answer is, exactly as are funds for your common schools. And here it becomes necessary to explain the classification

of the school districts into library districts before adverted to.

The amount of money necessary for the maintenance of a Free Library varies, of course, according to the number of its probable members, etc. Our school law permits or requires certain school districts to raise one sum for current school expenses, others, a different sum, and so on.

The Free Library Law takes this distinction in school districts as the basis for determining how much money may be required for free libraries, and on this, classifies the library districts as follows ; that is, the library districts being identical with the school districts, the former are arranged in classes according to the sums of money which the School Boards or Committees are authorized to raise annually for school purposes.

Thus, every district in which the sum authorized to be raised by its School Board or Committee for school expenses is \$6,000 or more, is called a library district of the "First Class."

Every district in which the sum so authorized is not less than \$4,000, nor as much as \$6,000, is called a library district of the "Second Class."

Every district in which such sum is not less than \$2,000, nor as much as \$4,000, is called a library district of the "Third Class."

Every district in which such sum is not less than \$1,000, nor as much as \$2,000, is called a library district of the "Fourth Class."

Every district in which such sum is not less than \$500, nor as much as \$1,000, is called a library district of the "Fifth Class."

Every district in which such sum is not less than \$200 nor as much as \$500, is called a library district of the "Sixth Class."

And every district in which such sum is less than \$200 is called a library district of the "Seventh Class."

Ask any member of your School Board or Committee what sum is authorized to be raised annually for the schools, and you will be able at once to determine which class of library districts you live in.

Having ascertained this, you will then know how much money you may be able to get for your Free Library ; for when a vote in favor of a library has been had, the School Board or Committee is bound to raise by taxation for your library a sum determined by the class of the district in which the library has been voted for.

Thus in districts of the first class, the Board or Committee can raise for the library each year not less than \$250, nor more than \$600 ; if of the second class, any sum not less than \$150 nor more than \$400 ; if of the third class, any sum not less than \$100, nor more than \$300 ; if of the fourth class, any sum not less \$75, nor more than \$200 ; if of the fifth class, any sum not less than \$50, nor more than \$150 ; if of the sixth class, any sum not less than \$40, nor more than \$100 ; and if of the seventh class, any sum not less than \$25, nor more than \$75.

For example, the Dover Library, being of the First Class, can count upon the School Board of Dover to raise for the Library any sum between \$250 and \$600.

In each case, the School Board or Committee is given a certain discretion as to the sum which it is to raise for a Free Library ; that is, it can't give less than a certain sum named, nor more than a certain other sum specified in the law.

In addition to the sum raised by taxation, the Library also is entitled to a State dividend each year, the amount of which is determinable likewise by the class ; the dividend being one-half of the minimum amount authorized to be raised as before explained. Thus, Dover, being in the First Class, will receive \$125 yearly from the State, that be-

ing one-half of the \$250, which is the lowest sum its Board can raise for its Library.

It may be urged that in the case of districts below the first, second or third classes, the sums of money which can be counted on, are too small for the maintenance of a Free Library.

To such an objection, several answers may be made. Make your start, the rest will come. If necessary, begin with a few books only, and build round them. You are not working for one day but for generations. Our free schools were inaugurated on the smallest and most economical scale. They have grown and flourished. So will it be with the Free Libraries.

Moreover, you may increase the amount for your Library to any sum desired by securing a special vote for this purpose at any election of Library Commissioners. Start your Library ; make it popular ; the money will be forthcoming.

It may be urged again that the people do not really need or want a Library. Persons may and probably do think so. They are the ones who will say to you that they are in favor of the Library themselves, but will warn you against an attempt to establish one. Let me give you our experience in Dover as an answer to such objectors.

For a number of years Dover had a most excellent subscription Library. It had about three thousand books, among the best published, and a good reading room with a dozen or more of the best current periodicals. The membership fee was in time reduced to only one dollar a year, *two cents a week*, in order that every family (so it was said) might be able to have at least one subscription. Nevertheless, the membership roll became so small that even a trifling sum required for the librarian, and heating and lighting could be secured only through outside philanthropy.

When there was some talk of trying to establish a Free Library in Dover, many people said it was absurd ; that

the experience of the subscription Library proved clearly that a Library here was not needed or wanted ; that the readers owned their own books ; and so forth and so on. Nevertheless the Free Library was established, and before the doors had been opened half a year, *in one single month, over sixteen hundred pieces of reading matter had been taken out from its shelves.* Sixteen hundred books and periodicals taken out in a single month, after such a brief establishment, was enough to startle the most sanguine of us. And yet, some very good people had said our town didn't want or didn't need a Free Library !

The *need* is present in every community, and desire in many ; what is needed, and all that is needed, is energy and persistent endeavor, and a little public spirit.

He who calls in the aid of an equal understanding, doubles his own ; and he who profits by a superior understanding, raises his power to a level with the height of the superior understanding he unites with.

BURKE.

## DISTRICT LIBRARY COMMISSIONS.

The law provides that both women and men may serve in these bodies, and that the number of members which compose them shall vary according to the class into which their districts fall, and must be as follows :

1st and 2d class, 9 members.

3d and 4th class, 5 members.

5th, 6th and 7th class, 3 members.

As the management of a Public Library calls for the exercise of many kinds of intelligence and ability besides those used in the judgment of books, it is in the highest degree important that great care should be taken in the selection of these members, and some of the number should assuredly be chosen because of eminence in executive ability, of business sagacity, and of unblemished

integrity in political power, as well as for knowledge of books.

The Library in fulfilling its highest functions will continually be brought into relations with its community which will require the active use of each one of these qualities as well as many others equally practical, and capacity and willingness to work are more useful than a taste for literature without them.

Last, but by no means least, "the possession of that tolerant temper which allows a man or woman to work harmoniously and effectively as a member of the board, where individual opinions and desires must always be balanced and modified by the will and wisdom of the majority, is also a very necessary endowment for such a position."

If possible try to have the interests of various sections of the town represented and let neither church nor politics affect the choice of library commissioners.

By reading we acquaint ourselves, in a very extensive manner, with the affairs, actions and thoughts of the living and the dead, in the most remote actions, and in the most distant ages; and that with as much ease as though they lived in our own age and nation.                   WATTS.

### BY-LAWS SUGGESTED For District Library Commissions.

**1. OFFICERS.** The officers of the District Library Commission shall be a President, Vice-President and Secretary, who shall be elected annually from its own members.

The President shall perform the duties generally pertaining to that office, and in conjunction with the finance committee shall make an estimate at the close of each fiscal year of the probable expenses for the ensuing year, and submit the same to the Commission for its action.

The Vice-President shall, in the absence or disability of the President, perform all the duties of the President.

The Secretary shall record all the official actions of the Commission and have custody of all its official books, records and accounts except those in current use by another officer.

2. MEETINGS. The regular meetings of the Commission shall be on the \_\_\_\_\_ of each month at \_\_\_\_\_ p. m., at \_\_\_\_\_.

The annual meeting shall be on the \_\_\_\_\_ of \_\_\_\_\_ in each year.

Special meetings shall be called by the President or by request of any two members of the Commission for the transaction only of business stated in the call.

Five, three or two (according to the class of the District), members shall constitute a quorum.

3. COMMITTEES. At the annual meeting the President shall appoint standing committees as follows: A committee of \_\_\_\_\_ members on books and supplies, a committee of \_\_\_\_\_ members on finance, and a committee of \_\_\_\_\_ members on buildings and premises.

The committee on books and supplies shall supervise the selection, buying, exchange and binding of books and periodicals, and have general supervision of the administration of the Library and reading room.

The finance committee shall have charge of all Library finances, and examine and report upon all bills against the Commission, and make an annual investigation of and report upon the library fund in the hands of the Treasurer of the School District.

The committee on buildings and premises shall have general charge of the heating, lighting and arrangement of the rooms, and the care of the fixtures and furniture.

4. CLAIMS. All claims against the District Library Commission must be presented at a meeting of the Commission and referred to the committee on finance for investigation and report. The President and the Secretary

shall draw orders upon the Treasurer of the School District for the payment of bills which the Commission orders paid.

5. LIBRARIAN. The Librarian shall have charge of the Library and reading room and be responsible for the care of the books and other library property ; classify and arrange all books and publications and keep the same catalogued according to such plans as may be approved by the District Library Commission ; promptly report any delinquencies to the committee on books and supplies ; keep exact account of all monies received from fines and other sources and report all amounts to the Commission at its regular meetings in \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and pay all balances to the Secretary at the designated meetings, and discharge such other duties as may be prescribed by the District Library Commission, provided that in the performance of such duties she shall not incur debt or liability of any kind without express authority from the Commission.

NOTE. Most small libraries will find it quite sufficient to hold regular meetings once in two or three months.

When the Library's receipts from fines are light, the Librarian might be allowed to retain them for some time, and pay very small bills for postage, etc., from them. When settling with the Secretary she may pay the full amounts and be given an order for the amount of her expenditure. The Secretary should pay the balance to the Treasurer of the School District before the time of the final meeting and report.

When a Library Commission receives considerable sums of money from other sources than from public taxation, it may be advisable to elect a Treasurer from its own members, and in such a case that officer should give adequate bonds.

Many Libraries call in all their books by July 1st each year for the annual inventory to be taken before making

up the report to be presented to the District at the annual school meeting. If an accurate charging system is used it is not really necessary to recall the books.

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In books are treasures more than gold.  
 Great thoughts come down from minds of old,  
 Embalmed in forms that ever live,  
 And never cease their life to give.  
 How grand the monuments of mind !  
 Which leave all others far behind  
 And shine with light that is sublime—  
 Lighthouses on the coasts of Time !

JOHN MOORE.

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### SUGGESTIONS TO VERY SMALL LIBRARIES.

Friends of libraries, do not be discouraged by the idea that your Library, if you would have one, must make a very small beginning. Scattered over this great country of ours are hundreds of successful libraries begun on no larger scale, and on a much more uncertain basis than yours will be. Remember that year by year yours *must* grow, and in proportion as you love and care for it, the growth will be more rapid and healthy.

Therefore be content to have your collection of books a very small one at first, and to have your equipment of the smallest, least expensive sort, for five or ten years from now you will realize that with all its lacks and deficiencies your Library has been a source of pride and pleasure to its earliest supporters, and that it has been of real value in the community.

It will be unnecessary to have all the records and systems of management, etc., detailed elsewhere in this book (though it will surely repay you to read it all, for the sake of the suggestions and the general theory of Library policy it prescribes), but for yourselves and the immediate pres-

ent, much less elaborate "fixings" will be necessary and desirable.

You may have to open your Library in the Schoolhouse in the woods, and there are worse places for it than in so sweet and fragrant a spot; or perhaps a disused room over the "Store" will be lent for the purpose; or the vestry room of the Church may be made to do double duty. But wherever you may keep your books, try to obtain reading room privileges for your public as well as shelf room for your books, and to make the place just as cheerful, clean and bright as the circumstances permit.

Have your shelves (8 inches deep, by 10 high, will accommodate nine-tenths of the books published), arranged where the books will be least likely to be disturbed by passing children and where they will make as attractive an appearance as possible. Let the shelves be of smooth unpainted boards, but keep them clean, and do not let them be too long or they will sag under the weight of books and look ugly, and perhaps damage the tops of tall books on the shelves below.

The shelf divisions or supports ought not to be further apart than from 32 to 36 inches, and if you are careful to observe this rule, the shelves need not be more than three-fourths of an inch thick. Do not have them higher than you can reach conveniently (five shelves will be about enough). Keep the lowest shelf three or four inches above the floor to avoid having the sweepings and scrub water spoil the books.

If you are lucky enough to have begged, borrowed or bought as many as a thousand volumes to begin with, it will be worth your while to insist on your Librarian's making a study of the slightly more elaborate system of Library management suggested elsewhere in this book; but if you begin with but one or two hundred books, and expect to increase the collection by 20 to 50 volumes a year, then

the methods described below will be sufficient and easier at first.

If you can begin in a room especially devoted to the Library's uses try to have it on the ground floor. Make the room as attractive as you possibly can, and as cheerful. Have the chairs as comfortable as you can get —it does not matter if they *are* of different patterns,— and try to have a few low ones for the little people.

A pot of geraniums or oxalis in the window, a rug of bright rag carpet on the floor, a neat sheet of blotting paper on the Librarian's table will add very much to the pleasantness of the room, and will not cost a great deal.

Probably the neighbors would contribute some flowers and chairs and a small deal table with a drawer in it for a Librarian's desk. This would be sufficient for several years to come.

Have a nice large table of plain deal, and keep on it the newest numbers of the magazines neatly arranged. If your income is small do not subscribe to the more expensive ones. At first take McClure, Munsey, Ladies Home Journal, Youth's Companion, American Agriculturalist and the New York Times Saturday Book Review. Nearly all can be had for \$1 each, and there is not one of them that will not give an immense amount of pleasure and profit to its readers.

Later in the Library's life, you will probably want to add Harper and the Century, Scribner and Country Life, etc., but probably not at first.

Do not buy any books the first year or so which will not be used or read a good deal. George F. Bowerman, Librarian of the Wilmington Institute Free Library, and a member of the State Library Commission, has offered to give any Delaware District Library the benefit of his expert knowledge in this matter, and if you will write to him, or go to see him, and tell him how much money you

have for books, he will aid you to make a selection, or make one for you, and will get for you the largest discount possible from his own dealers. This aid will save inexperienced book committees a great deal of money, and many mistakes, and they cannot do better than to avail themselves of the offer.

A hundred dollars should give you about forty or fifty good novels, nearly as many children's books, about thirty volumes of history, travel, biography, farming, and a reference book or two, like some of Brewer's Handbooks, or Bartlett's Familiar quotations.

There are numbers of excellent books to be had for the asking, if one is interested enough to write a polite letter, enclosing a stamp, and wise enough to appreciate the value of the gift of a pamphlet or an unbound book.

Many of the railroads issue most attractive and interesting books about places on their routes, and many shops advertise themselves by giving information about the articles which are their specialties. For instance, Wright, Tyndall & Van Roden, of Philadelphia, have a "Book of Pottery Marks," by W. Percival Jervis, which is an excellent book of reference for those interested in this subject.

If such books are kept carefully, they form quite a valuable addition to the working stock of small libraries which cannot afford expensive individual works on the topics treated, nor yet cyclopedias.

The World Almanac, at 25 cents, will provide a Library with a most varied fund of information about innumerable subjects upon which people are always asking questions—such as the following: The labor laws; the members of the Senate; the records of trotting horses; when and where Maude Adams was born; who is the oldest of the "Forty Immortals" of the "Academy" and why Cardinal Richelieu founded it in 1635; how many survivors of the War of 1812 are on the pension rolls, and a vast assort-

ment of educational, governmental, masonic, sporting and scientific statistics of all sorts—geographical, climatic, genealogical and banking information. It will be more useful and more easily consulted than many a more expensive book or set of books.

From even the smallest Library thus equipped you can get a great deal of information at very trifling expense and trouble, and the sooner *your* District Library is begun the better for all concerned.

For details of management, etc., you are referred to both preceding and succeeding pages in this handbook and to Plummer's "Hints for Small Libraries," both of which you will do well to read with care, and to refer to as difficulties arise. If met in a right spirit, it is only fun to solve those difficulties, and your Library will become a delight and enjoyment to you all.

Make its atmosphere as bright, hospitable and informal as you possibly can ; extend its privileges as freely as you know how ; keep it clean, have flowers in it, and sunshine in winter, shade in summer, courtesy and kindness at all times, and there is no question that it will prosper and do good.

## SUPPLIES.

Even the smallest Library will need :

Accession book.

Registration book.

Book-stamp.

Book-pockets.

Book cards.

Borrower's cards.

Catalogue cards.

The last three items had best be bought of the Library Bureau.

The first four can be got from any stationer.

### ACCESSION BOOK.

For the accession book in which to keep a record of each addition to the Library, a ruled blank book about 8 by 10 inches will do. The Librarian can rule vertical lines in it on each page, so spaced that she can enter in columns the following items about each book, and to do so will take the two pages facing each other and necessitate using abbreviations when possible: Date (*when entry made*). Accession No. Author (*surname, followed by initials*). Title (*very brief*). Place (*where published*). Publisher (*first name of firm is enough*). Date (*of publication*). Pages (*those numbered in main part of book*). Size. Binding (*whether cloth, paper or leather, etc.*) Source (*who gave it or of whom it was bought*). Cost. Remarks (*whether re-bound, lost or withdrawn*). Each horizontal line should be numbered, and the same number neatly written at the bottom of the first page following the title page in the book which is described on that line.

*Never give the same number twice—if a book is lost or destroyed its number is lost too, and a duplicate book or a second copy must have a new number.*

In such cases be sure to write in "Remarks" what has become of the missing book—and it is well to draw a straight line right through its record to show at a glance that you no longer have that book.

### REGISTRATION BOOK.

The registration book may be just such another blank book as the accession book, and its use as well as that of the book cards, borrowers' cards and book pockets is carefully and clearly described in this handbook. (*See index.*)

### BOOK STAMP.

The book stamp is merely a rubber stamp to be used with an ink pad. It should bear the name and address of the Library, and is employed as a mark of identification of

the Library's property, to be stamped in each book to show to whom it belongs.

Take pains to stamp your books evenly and carefully and always in the same places in each separate book—say on the inside cover, on the first and last pages, and on the margins of pp. 25 and 50. If used with care the stamps will not disfigure the books. You will find a green, black, purple or blue ink pad preferable, as the red pads are of a very ugly tint.

#### **CLASSIFICATION.**

Even in the smallest Libraries it will be far better to use at least so much of the Dewey Decimal Classification as is described in Plummer's "Hints to Small Libraries," because it will save trouble as the Library grows, but in the beginning if there are only 100 to 300 books it may seem easier to roughly class the books in groups as follows:

A—Reference books (dictionaries, encyclopedias, almanacs, etc.)

B—Biography.

C—History (including politics, economics and social science.)

D—Literature (including essays, sermons and religion.)

E—Science (including useful arts, agriculture, education, etc.,)

F—Fiction.

G—Description, geography (including voyages and travels.)

J—Juveniles or children's books.

K—Amusements, games and sports.

L—Fine arts (including painting, photography, designing, sculpture, etc.)

M—Miscellaneous.

All librarians are advised to take the trouble to understand the Decimal Classification, however, as its groupings are logical and elastic, and are readily comprehended as one grows accustomed to their use.

Whatever system is employed the class marks should be neatly written in the cover of each book close to the upper left hand corner, and also on the catalogue and shelf list cards as elsewhere described. Then arrange the books on the shelves according to their class, and arrange each class alphabetically by the author's surname.

#### CATALOGUE.

For very small libraries a shelf list will serve for a catalogue for a few years. Write very neatly on your cards (*see index*), the following items in the following order, giving one card to each book unless the work is in more than one volume, then one card does for them all :  
 Class No. \_\_\_\_\_ Author's surname, initials \_\_\_\_\_  
 Author's Initial \_\_\_\_\_ Title (brief) \_\_\_\_\_  
 Accession No. \_\_\_\_\_ Vol. (No. if more than one) \_\_\_\_\_  
 Date (of publication) \_\_\_\_\_

Arrange the cards in the same order in their box that you have the books on the shelves, do not allow any one to remove them nor to alter their arrangement, though if you use this shelf list for a catalogue you must give your public free access to the cards as well as to the books.

#### RULES.

For rules, etc., (*see index*).

#### NEWSPAPER CLIPPINGS DESIRED.

The State Library Commission of Delaware wishes to keep a complete record of the growth of public, school and traveling libraries in the State. To the end that it may successfully do so, it asks Librarians and all friends of libraries in Delaware, to send clippings or newspapers showing the beginnings and growth of all Libraries. Notes of improvements, changes, new books, gifts, entertainments for libraries, criticisms, reports—all will be gratefully received by the State Library Commission, Dover, Delaware.

Books should to one of these four ends conduce  
For wisdom, piety, delight or use.

CHAUCER.

When a book raises your spirit and inspires you with noble and courageous feelings, seek for no other rule to judge the event by; it is *good* and made by a good workman.—DE LA BRUYERE.

## SELECTION AND PURCHASE OF BOOKS.

If possible the selection of books should rest with the Librarian under the general supervision of the Library Commission or Book Committee. In making a selection it will not be wise to consider merely the amount of money in hand to be expended, but also the sums which will probably be available for each succeeding year.

The choice should be influenced by the occupations and leading interests of the community, its character, and average intelligence and habits. Keep in mind the avowed purposes of the free tax supported Library, viz: To help people to be happy, to help them to become wise, to encourage them to be good.

Remember that it is for *all*, and the first books bought should therefore be those which experience shows that people enjoy. They should be wholesome and interesting, and should be in large proportion for children.

Fortunately the whole world enjoys the best children's books, and as children are the Library's best pupils, they should be most considered. Through the children, homes are reached. Through their use of the Library, and their approval of it, they add to its popularity.

The small District Library in its early life may well begin near the level of the community's average reading, but as it is the purpose of the Public Library to develop some degree of literary culture among its readers, the selection of books for it should always strive to be a little in advance of public demand, for as a rule people will read



books which are above their own intellectual and moral standards, and hence are benefited by reading.

The initial collection of a Library may well be based upon the subject list of the catalogue of the "A. L. A." Model Library of 8,000 volumes to be shown by the American Library Association at the Louisiana Purchase Exposition, 1904, (Library of Congress, Washington, D. C. Free.), and to a large extent its books should also be included in any Library. By this means a broad foundation for the Library will be established, and upon it the Library can be built up and enlarged to meet the special needs of those who use it, and what these needs are to be only experience can teach.

The proportion of books in the various departments of knowledge must necessarily vary in different libraries, but the following, recommended by J. C. Dana in his admirable "Library Primer" (Library Bureau, \$1), will be a good general guide:

	Per Cent.
General works . . . . .	.04
Philosophy . . . . .	.01
Religion . . . . .	.02
Sociology . . . . .	.09
Philology . . . . .	.01
Science . . . . .	.08
Useful arts . . . . .	.06
Fine arts . . . . .	.04
Literature . . . . .	.12
Biography . . . . .	.10
History . . . . .	.13
Travel . . . . .	.10
Fiction . . . . .	.20
<hr/>	
Total . . . . .	100

No Library, however small, can dispense with some books of reference, but it is not necessary to buy the

most expensive—for instance, the New International or the new edition of Chambers' Encyclopedia, would be far more useful in any small Library than the Encyclopedia Britannica and it costs about a third as much.

An excellent list of reference books will be found in "Hints to small libraries." (*see index.*) A knowledge of one's state and one's county should assuredly be developed as much as possible. Books of local and national biography, natural science, politics, literature and history should be purchased as largely as the library funds justify, while it will not be wise to devote much money to the purchase of rare or very old books which will never be read.

Much can be done in the direction of fostering local historical interests by collecting and storing all manner of materials for preserving local records. Programmes of entertainments given to further public enterprises, local theatre programmes, library notices, photographs of old landmarks—often issued as advertisements—these and many other unconsidered trifles will eventually become valuable, and can be acquired and kept at little or no expense by the Free Public Libraries, if the Librarians are sufficiently interested. A note in the local papers may bring the Library valuable gifts of this sort, and a courteous acknowledgment of every gift, however small, be it of books, money or papers, will help to make friends for the Library and keep alive interest in its work.

"Books of purely ephemeral value, books made of basswood paper and printed with logwood ink, should be excluded," says Mr. Hutchins of the Wisconsin Library Commission, and the library world concurs in his dictum.

Therefore, in buying standard authors always choose good, though plain editions, for the expenses of rebinding and of strain on readers' eyes should be considered.

In buying classics choose standard full editions, such as Bohn's.

In buying translations select only the best, as Wormeley's Balzac, or Wister's from the German.

In buying novels, choose well-bound, well-printed editions.

Do not buy second hand books unless you have seen them or can return them if they do not suit. Unless books are clean and in good condition the public will abuse them and too many libraries are but little more than collections of soiled books.

It is not generally possible to buy advantageously of local dealers at present, as ordinarily they cannot afford to give good terms and frequently are unable to give proper assistance in the selection of editions, etc.

It is usually better to go to a dealer in a large city and it is much more economical to order through one dealer when possible, in order to avoid annoyance, mistakes, extra expressage and correspondence. A good dealer will be able to give much valuable advice as to editions and will be careful to send you only the latest scientific publications. All Libraries should receive a discount of *at least 10%.*

It will be much better for the interests of the Library to make the book purchases frequent rather than large, both because this attains greater economy in preparing the books for circulation, and because they come before the reader with more sense of novelty and freshness. "It is better to spend an income of \$600 per year in monthly installments of \$50 than it is to buy \$300 lots twice a year."

Keep a record of all orders. For books, this record should be on separate slips, and should have the author's name, brief title, number of volumes, place, publisher, date and if possible, the publisher's price, dealer's name, date of order, and, if the purchase has been requested by a reader, that person's name and address. All libraries should encourage their readers to suggest books desired by them which are not in the Library, and it would be well

to provide slips for the purpose of receiving these suggestions, and as far as practicable they should be acted upon.

The Commission issues "Suggestive lists of Books for a Small Library" in conjunction with the State Library Commissions of Wisconsin, Idaho, Iowa, Minnesota and Nebraska, and these lists with much useful information about buying, ordering, etc., will be mailed free to any one who will write to the State Library Commission to ask for them. Ten of these lists have already been issued, and they have been found invaluable in many States besides those responsible for their publication.

They have been compiled mainly by Frank Hutchins of the Wisconsin Free Library Commission, than whom no one is more competent to judge of books for such a purpose, and the books selected for inclusion in the lists have been actually examined before being admitted to them.

For further guidance in choosing books for the District Libraries a list of aids and guides in the selection of books will be found (*see index*), and it should be born in mind that besides those mentioned there are a number of other excellent lists of popular books compiled by experts which can be had at cost price or for the asking from Librarians or publishers.

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If a book be of religion, and brings God nearer to my heart and life ; if it be of humanity, and brings me nearer to the heart and life of man ; if it be of philosophy, and makes this universe glow to me with a new grace ; or of metaphysics, and brings me more truly to myself ; if it be poem, or story, adventure or history, or biography, and I feel that it makes me more of a man, more dutiful, and sincere, and trusty, then no matter who wrote it or what men may say about it, the judgment is set in my own soul.—REV. ROBERT COLLYER.

A use-ful les-son you may con  
 My Child, from the Cham-e-le-on.  
 He has the Gift ex-tre-me-ly rare  
 In An-i-mals, of Savoir Faire.  
 And if the secret you would guess  
 Of the Cham-e-le-on's Success,  
 A-dapt your-self with great-est Care  
 To your Sur-round-ings ev-ery-where,  
 And then—unless your Sex prevent—  
 You may some-day, be Pres-i-dent !

HERFORD.

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### THE LIBRARIAN.

Upon this subject we can do no better than to quote from the Wisconsin Library Commission's Handbook. Its presentation of the requirements for a Librarian has received cordial endorsement from other State Library Commissions all over the country, and from all Librarians, and while it may be impossible for Delaware's District Library Commissions in every instance, to act upon the advice contained in the following extract, its *general* trend must be kept in mind if the Libraries are ever to attain their highest usefulness and noblest ideals.

"As the usefulness of the Library will depend upon its Librarian, the greatest care should be exercised in selecting that officer.

"She should be engaged even before the general character of the Library and plan of administration have been determined, she should *not* be chosen because she is somebody's aunt, because she is poor and deserving, because she is kindly, because she belongs to a certain church or literary society, nor even because she has a reputation as a reader of books.

"She should have culture, executive ability, tact, sympathy for children and some knowledge of library methods.

"Save money in other ways but never by employing a *forceless* man or woman as Librarian.

Trained librarians are best, but if you have but little money and must be content to employ some local applicant without experience, insist that the appointee shall immediately make an intelligent study of library methods in some Library School, Summer Library School, or in some small Library.

She should become imbued with "library spirit" and be keenly alive to the tremendous possibilities of her work.

She should learn how to get help from other Librarians, and from the vast store of library experience found in books, when she is puzzled by professional problems.

Few persons in a community have such great opportunities as the Librarian.

Children and the best children's books should be her constant associates and friends, for she may shape the reading, and so the thoughts, of hundreds of impressionable little ones. She should be a leader and a teacher, earnest, enthusiastic and intelligent. She should be able to win the confidence of children and should be wise to lead them by easy stages from good books to the best.

When a board of directors can secure such a Librarian they may wisely afford to employ her even if her salary eats up a large portion of the income. A Librarian should be in fact, as well as in theory, the responsible head of the Library and should be consulted in all matters relative to its management. Directors should impose responsibilities, grant freedom and exact results."

Should the District Library Commission deem it impossible to pay for the services of a trained librarian, they will surely be able to find in every community some young woman of good education and pleasant manner and address, whose tastes would lead her to undertake her work in the right spirit—at least—and for such a one the six weeks of training in one of the summer training schools would be the means of her undertaking her work with an

intelligence, helpfulness and enthusiasm which would prove invaluable to the interests of the Library.

It would also be wise to engage the services of a trained organizer from one of the Library schools for a few weeks at least, to guide and assist the Librarian in beginning the work, for if it is done properly at first it will not need to be done over again at greater expense of time and money at a later stage of the work after the Library has grown as it needs must with its yearly appropriations from District and State.

Advice and information with regard to permanent librarians, their terms, etc., can also be best obtained by application to the Library schools.

To the Librarian herself may be quoted this advice from one of the strongest and most original of America's librarians,—John Cotton Dana: "Be punctual; be attentive; help to develop enthusiasm in your assistants; be neat and consistent in your dress; be dignified but courteous in your manner. Be careful in your contracts; be square with your board; be concise and technical; be accurate; be courageous and self-reliant; be careful about acknowledgments; be not worshipped of your work; be careful of your health. Last of all, be yourself?"

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Books let us into the souls of men, and lay open to us the secrets of our own. They are the first and last, the most home-felt, the most heart-felt of all our enjoyments.

WILLIAM HAZLITT.

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### **GENERAL POLICY OF A LIBRARY.**

Make the regulations few and unobtrusive. Let the atmosphere of the Library be cheerful and orderly, and insist that Librarian and assistants shall treat every one, young and old, ignorant or educated, with a uniform obliging courtesy.

Have *open* shelves and give the public *free access* to the

books. They like to handle and examine the books and it is a valuable part of their education that they should do so. One may well "give the people at least such liberty with their own collection of books as the bookseller gives them with his. Trust the American genius for self-control. Remember the deference for the rights of others with which you and your fellows conduct yourselves in your own homes, at public tables, at general gatherings" (*J. C. Dana*), and remember always that the Library can only perform its high functions in proportion to the use it receives.

People will go to a Library because they like to go and not because some one else thinks they ought to, and any policy which imposes unnecessary checks upon the public will help to render the Libraries by just so much the less agreeable and will seriously lessen their usefulness.

Such rules and regulations as are passed should be enforced, but see to it that they are as few and as little annoying to the public as possible.

It cannot be too strongly impressed upon those in charge of libraries that the work of greatest consequence in a Free Public Library will probably not take the form of inspiring a book output which is the result of careful research or which will be a valuable contribution to science, art or industry, but rather in the general and gradual elevation of intellectual tone in our small communities, the stimulation of an enduring spirit, an interest in the thought of the world, and in broadening the minds of average men and women. The Free Public Library is the school of the many, but if "the many" play truant it will not be an effective school—they must work in it, play in it, handle its books, and by so doing come to know them, use them, and gain wisdom from that use.

It is strongly urged that all Delaware's Free Libraries should extend their privileges fully and cordially to their country neighbors, and that, should the District Library

Commissions feel it necessary to exact a fee for this extension of the privileges, they will endeavor to make the fee as small a one as possible.

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By reading of books, we may learn something from all parts of mankind ; whereas by observation we learn all from ourselves, and only what comes within our own direct cognizance. By conversation we can only enjoy the unction of a very few persons, those who are moving, and live at the same time that we do—that is, our neighbors and contemporaries.—WATTS.

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### READING ROOM.

Wherever there is a possibility of a reading room there should be one in connection with the Library, for they often prove its most attractive feature. The general atmosphere of this room should be as quiet, cheerful, orderly and inviting as possible.

There should be no signs commanding the users of the Library to do or not to do various things. If the Librarian finds that patrons abuse their privileges, or are noisy or otherwise inconsiderate of the rights of others, she must try to tactfully bring about the change she requires, and she may occasionally post a notice courteously requesting it. Signs giving *helpful* information to readers are of course permissible, but it should be seen to that they harmonize with the furnishing of the room and are clean. Gray or some other neutral tint is usually preferable to white card board for all such signs.

For use in the reading room, a village Library ought to keep the files of local papers and if the funds permit the expenditure, one or two dailies or a weekly from the nearest large town. It would scarcely be expedient to go further in this direction—the money used could be more usefully applied elsewhere. It may be suggested that local editors are often willing from motives of civic pride, to give the local libraries copies of their papers free of charge,

and they would unquestionably be the more inclined to do so were they assured that the files would be kept for reference.

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It is a tie between men to have read the same book ; and it is a disadvantage not to have read the book your mates have read, or not to have read it at the same time, so that it may take the place in your culture it does in theirs, and you shall understand their allusions to it, and not give it more or less emphasis than they do.—EMERSON.

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### PERIODICALS.

More than one little struggling Library has been enabled to hold its own with its small Public by means of two or three sets of Periodicals, and has been enabled by their means to accomplish work which could not have been so well done by the aid of many professed books of reference, the purchase of which would have exhausted the entire book fund. “Given Poole’s Index and a complete set of *Littell’s Living Age* (\$6 a year), and of *Harper* (\$4 a year), more work can be done than with twice that number of reference books not periodicals,” says Frederic W. Faxon, of the Boston Book Co.

They furnish us with the best fiction, the best poetry, the best discussions of all subjects old and new ; the latest science, and beyond all this they draw us into relation with the great outer world and the current of human interests in all fields and on all subjects.

It will do far more to stimulate the mental life of a community and to broaden its horizon, deepen its sympathies, awaken its observation and encourage its aspirations, if the village Library diverts a part of its book fund from acquiring inferior books, and more especially inferior novels, to the purchase and care of good periodicals.

These not only play the part of inciting and creating interests of various sorts, but they are most valuable for reference work. In the better class of reviews, one who

knows how to look, will usually find both sides of almost any subject in articles written by the most eminent students of that subject, and in a language intelligible to all.

This mine of information is opened to the reader in small libraries by the use of Poole's Index of magazines, abridged, indexing to the close of 1900, and by the Reader's Guide to Periodical Literature (Wilson, Minneapolis, \$6 a year) indexing to date. By means of these indexes a Library has the equipment for tracing almost any magazine article wanted. The new index to *St. Nicholas*, published by H. W. Wilson, Minneapolis, for \$4, would be simply invaluable to teachers and children in any Library so fortunate as to own even a partial set of the 27 bound volumes which compose that treasure house of childhood and it would often be of service to others seeking a familiar and untechnical treatment of many topics.

To attract children it would be wise to have a few good juvenile magazines—say *St. Nicholas* and *The Youth's Companion*—and as for the standard and popular monthlies and quarterlies, there should be no question as to taking them—they are a necessity. Whether the Library has a reading room or not, these should be taken as freely as the Library funds admit.

Post a list of the periodicals regularly received by the Library in the Reading Room, and also a list of those taken which are indexed in "Poole," or in the "Reader's Guide," or in the *St. Nicholas* Index if you possess the indexes. (See p. 46.) These three lists might be neatly type written on one page, if the list is a small one, or on two or more fastened together, if larger.

It would be well to send a copy of these lists to your local papers three or four times a year, and to ask their readers to cut out and keep the slips. Post these lists, and those recording additions of new books, or reading lists on some subject of local or of passing interest, in the schools, the post office, in R. R. stations, in the hotels,

the shop windows, grange meetings, or, wherever else they may call attention to the fact that the Library is trying to serve its community.

The custom of circulating the unbound back numbers of current magazines is growing in favor in American libraries, though the readers are generally not allowed to keep them more than three days or a week, and without the privilege of renewal. If this is done, the magazines should be put in binders made to fit the magazine, and marked both with its and the Library's name, in order to identify it as the Library's property and to keep the magazine clean and smooth. Strong manila paper covers will be found fairly satisfactory for this purpose, though a cheap temporary binding is better.

A careful record should be kept of each magazine ordered, of whom ordered, of the cost of subscription, and of the dates when ordered, when the subscription begins and expires, and of the agency's received bill. The Commission recommends the system of record described in "Hints to Small Libraries." It will be found compact, economical and accurate. (*See index.*)

It is best and most economical both of time and money to order periodicals through an agency, and to arrange that subscriptions shall coincide with the calendar year, disregarding the volume arrangements of the publishers. From 5 to 20 per cent. can often be saved on the cost of periodicals by ordering them in this way through a reliable subscription agency.

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Love of reading enables a man to exchange the weary hours which come to every one, for hours of delight.—MONTESQUIEU.

## PERIODICAL INDEXES.

Poole's Index to Periodical Literature. Abridged edition. Houghton. \$12.

Reader's Guide to Periodical Literature. H. W. Wilson, Minneapolis, Minn. \$6. Each month's issue cumulates the entries of the previous numbers of 62 magazines, covering the period from Jan. 1st to date.

Index to St. Nicholas. H. W. Wilson, Minneapolis, Minn. \$4.

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There are three classes of readers; some enjoy without judgment; others judge without enjoyment; and some there are who judge while they enjoy, and enjoy while they judge.—GOETHE.

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## LIBRARY MANAGEMENT.

Libraries started with an assured income, however small, with a right spirit, a good Librarian and even a few entertaining books, can hardly fail of success. Many problems will arise as the Library grows, but much help in solving them may always be obtained from the experience of others. Therefore it is most necessary for those engaged in organizing libraries to get thoroughly into touch with their co-workers elsewhere in order that they may be able to take advantage of the store of accumulated experience thus to be obtained.

It is much better not to begin by projecting great plans at the outset, but it is wisdom to make a beginning, however small, and to "cross your bridges as you come to them" is a very good general rule for the village library. Whatever it succeeds in doing becomes a fulcrum for further efforts, and will aid and illustrate the arguments for interesting people in the work.

In newspaper and other notices of the Library, it will often be found wiser to refrain from figures and to give

only general statements as to what it has accomplished and what it hopes to do.

As regards the details of management, no District Library Commission can do better than to adopt in general the advice contained in Miss Mary W. Plummer's "Hints to Small Libraries" of which a copy will be presented by the State Library Commission, to any Free Public Library or District Library Commission of Delaware, which will apply for it. The plans laid down in this very admirable little work are capable of expansion to meet the needs of rapidly growing Libraries and the means and methods Miss Plummer describes are at once economical, practical and liberal. All readers are referred to her book for explanation of the technical terms in the series of recommendations that follow, but those whose little libraries must begin at the very beginning, whose income must long remain but a few dollars a year, whose Librarian's salary must be so small that it can scarcely be seen without the aid of a microscope—these readers are especially asked to turn also to "Suggestions to very Small Libraries" on p. 25, whose recommendations may be found more immediately useful to them.

**Classification.** The Commission recommends that the Dewey Decimal system of classifying books be adopted in all Libraries possessing as many as 1000 volumes, as being more widely used than any other, as being "less expensive ; more easily understood, remembered and used ; practical rather than theoretical ; brief and familiar in its nomenclature ; best for arranging pamphlets, sale duplicates and notes, and for indexing ; susceptible of partial and gradual adoption without confusion ; more convenient in keeping statistics, and checks for books off the shelves ; the most satisfactory adaptation of the card catalogue principle to the shelves. It requires less space to shelve the books ; uses simpler symbols and fewer of them ; can be expanded without limit and without confusion or

waste of labor, in both catalogues and on shelves, or in catalogues alone; checks more thoroughly and conveniently against mistakes; admits more readily numerous cross references; is unchangeable in its call numbers, and so gives them in all places where needed; in its index affords an answer to the greatest objection to class catalogues, and is the first satisfactory union of the advantages of the class and dictionary systems"—it is, on the whole, as elastic and satisfactory as any known system of classification and is to be had already worked out and printed in a convenient and intelligible and inexpensive form.

The "Abridged Decimal Classification and Relativ Index" will be found the most satisfactory for libraries of not more than five thousand volumes, and its use allows of easy expansion into the unabridged form should the change prove necessary. (Library Bureau. §1.)

Plummer's "Hints to Small Libraries" contains a few of its main divisions, and with the aid of her clear explanation no Librarian will find the system troublesome to use even for the very smallest collection of books.

**Author Book Numbers.** The Commission recommends the use of the "Cutter Book Numbers," (§1.) with full explanations of how to use them. A little attention will make the system easy to apply. Somewhat simplified explanations will be sent on request by the State Library Commission with Miss Plummer's "Hints to Small Libraries." The use of these tables in assigning distinguishing book numbers greatly facilitates the arrangement of all the books in a given group or class in the alphabetical order of their authors' names, both on the shelves and in the catalogue, and they are a great convenience to the librarian, and, if free access to the shelves is allowed, as the Commission strongly recommends, to the public also.

**Catalogue.** The Commission *strongly* recommends that all libraries should keep their catalogues on cards.

The public will immediately ask for printed lists or catalogues, but only the richest institutions can afford to have them. They are very expensive, they are out of date before issued, they cannot often be sold; they require training and experience to make properly, and the money and time they cost had far better be expended otherwise.

Print lists of new books in the newspapers and save the slips. Post them in the Library. Send them to the schools, the reading, study and debating clubs, and women's clubs, the P. O., the R. R. stations—anywhere and everywhere in short, where they may call attention to the fact that the Library lives and grows. Then put your time, skill, energy and money into the making of a full card catalogue; keep it up to date; give the Public access to it; then teach them how to use it, and you will find the printed catalogue unneeded. The Commission recommends using the "Dictionary" form of card catalogue, on "33 l. standard catalogue cards," (Library Bureau, \$2.25 per 1,000), according to the cataloguing rules given in Dewey's "Simplified Library School Rules." (Library Bureau, \$1.25.)

Here it will suffice to say that in a dictionary catalogue, authors, titles and subjects are placed in one alphabetical series, and it will be readily seen how great a convenience this might be to a reader who, remembering the author, but not the name nor subject of some desired book, or knowing the subject but neither title nor author, or the title and neither subject nor author—could, on consulting the catalogue exactly as he would a dictionary—in the light of the one piece of information he did possess,—immediately supply the missing links, and learn where in the Library his book might be.

Full explanation of a dictionary catalogue by its inventor, the late Charles A. Cutter, can be procured on application to the U. S. Bureau of Education, for Cutter's Rules for a Dictionary Catalogue, 1891, p. 99-103. These rules

have been adopted by the American Library Association.

**Note.** The Library of Congress is now prepared to furnish copies of any of the catalogue cards which it is now currently printing or which it has heretofore printed so far as copies for these can be supplied from stock.

This will include :

- (a) Books currently copyrighted under the laws of the United States.
- (b) Miscellaneous material so far as acquired by it.
- (c) All other books in its present collection as these are reached in the process of reclassification.

These cards are author cards only, but in the following groups at least, subject headings will be suggested, and on all they may be prefixed with pen or typewriter to the author cards to form subject cards.

1. Copyrighted books.
2. Bibliography and library science.
3. American history.
4. Each new group as reclassified.

**Cost.** The charge will be based upon the cost of the extra copies plus 10 per cent. It will not exceed 2 cents for a single copy of a single card, and  $\frac{1}{2}$  cent more for each additional copy, and less if the order is received before the cards are printed.

**ORDERING.** In ordering these cards write as follows on a 33 size ( $5\frac{1}{2} \times 7\frac{1}{2}$  centimetres) slip of paper :

Author's surname, First name (in full).

Brief title. Edition.

Publisher, Copyright date.

Add the Library's name and the number of cards wanted on each slip, and mail them in an envelope with a franked label which will be provided on request by the Library of Congress.

For orders of a certain size there is a considerable discount allowed, and on this point all Delaware Librarians

are advised to write to George F. Bowerman, Librarian of the Wilmington Institute Free Library, and member of the State Library Commission of Delaware. Mr. Bowerman has kindly offered to help any of our Libraries to take advantage of this discount and to give them any further information on the subject that they may require.

**Shelf List.** The commission recommends that all Libraries should keep a shelf list on cards (32 l. size being much the best for this purpose, Library Bureau, \$1.60 per 1,000.) It is a catalogue of all the books in a Library arranged in the order in which they stand on the shelves—a subject index of the Library,—and is indispensable to the proper administration of one, for the work of stock taking, and of correctly class-numbering and author-numbering new books. Very clear and simple rules for making a shelf list will be found in Dewey's "Simplified Library School Rules," p. 65.

**Registration of Readers.** In small places where the Librarian can generally know of her own knowledge the character and standing of the persons who will apply for books it will be undesirable and unnecessary for a small Library to burden itself with a guaranty system which would but involve double work in the cases where fines must be collected for the loss or undue detention of books.

A numerical Register of Borrowers might well be kept in a book, each page of which is headed by a printed agreement to pay all fines due by the Borrower and to obey the rules of the Library. Each applicant signing his name below this agreement will thus have given his pledge.

The lines of this book should be numbered consecutively, each number representing a Borrower, and his signature and address should follow on the same line.

The date should be written each morning before any new names are added.

Each person's number and the date of the expiration of

his privileges should be written on his card. It is usual to require Borrowers to renew their library agreements every one or two years. If, for any reason, a Borrower should be deprived of his privileges, the fact should be entered in the registration book after his name. If red ink is used for this purpose, it will assist the eye in noting the record. In order to form an idea of how many people are using the Library at any given time an account of the expiration and renewals of library privileges should be kept.

**FINES.** The assessment and collection of fines is one of the most disagreeable and difficult of a Librarian's duties, but in order to make it as little unpleasant as possible, it should be done promptly and firmly without respect of persons. Lost books should be paid for at their original cost in order to compensate the Library not merely for their loss but for the additional work of replacing them.

**Charging System.** The Commission recommends the following charging system as being rapid and accurate and requiring but little of the public:

(a) **BORROWER'S CARD.** On a card (33a charging card, Library Bureau, \$2 per 1,000), known as the Reader's or Borrower's card is written in the upper left hand corner the Borrower's number (see Registration Book), and in the upper right hand corner the date of the expiration of his Library privileges. On the line below, his surname followed by his given names. On the line below that, his address. These cards should be filed alphabetically by the Borrower's name in a "tray" kept for that purpose (see Library Bureau catalogue.) When he desires to borrow a book, this card should be found and the date of issue written in the first vacant space below his name and address. In the vacant space next to the right should be written the call number (as  $\frac{920}{D65}$ —consisting of both class and book number), of the book he takes, and the card filed again until the book is returned, when the card

should be found and the date of return entered in the vacant space next to the right of the call number. No spaces or lines should be skipped or omitted, and when the face of the card is full, the back should be used in the same manner. When necessary to make a new card for a borrower, it should be marked "card 2," and so on, and the old cards filed for statistics.

(b) BOOK CARD. Each book in the Library should have a card similar to the Borrower's card, but of a different color in order to avoid confusion (these can be bought in ten colors of the Library Bureau. The Commission uses a white borrower's card and a blue book card in its Traveling Libraries).

On the book card the class number should be written on the left side of the top line, and the book number on the right. On the line should be written the author's surname, and on a third line a brief title of the book.

In the back of each book, inside the cover, should be a pocket consisting of a plain square of white paper pasted at the sides and lower edge, and large enough to admit of the book card's being slipped in and out readily. In this pocket the book card is kept while on the shelves. Book pockets can be obtained in many forms and at various prices, but the Commission find the plain white squares (4x4 ins.) used in their Traveling Libraries entirely satisfactory, and they cost about 50c a thousand from any stationer or printer.

When a book is borrowed the book card should be withdrawn from its pocket and the date of issue should be entered both on the pocket, and in the first vacant space below the title on the card. The reader's number (always to be found on his card) should be written on the card in the next space to the right, and then filed in a box similar to that in which the borrower's cards are kept.

At the end of the day the book cards should be

arranged in the order of their class numbers first, and then alphabetically by the book numbers. Thus 920 (*Class No.*) would stand before 920 and then they D65 (*Book No.*) E10 should be filed away by date, each day's cards being separated by guide cards or by thin pieces of wood bearing the number of the day in the upper left hand corner. These pieces of wood should be taller than the cards when standing upright in their tray. One division of the card box or tray, as librarians term them, should be used for the cards of books which are out over time, and if the Librarian chooses, this division might be subdivided for book overdue one week or less, the next for books overdue between one or two weeks, etc.

When the Borrower brings his book back, the book card is found by means of the date on the book pocket, and as soon as the date of return has been entered on the Borrower's card as before described, the book card is put in its pocket and the book on the shelf.

It is best to do this at once if possible, but it may happen that several people will be waiting to borrow or return books, in which case, the Librarian may lay the returned book aside until she has leisure to attend to it. Should the Borrower desire to take another books, however, his card must be found immediately, and the date of return of his book entered on it before he can take another.

This, doubtless, appears very complicated as read, but it is a system in use in many progressive libraries and in practice will be found very simple and rapid as soon as the librarian is accustomed to it.

In order to understand it more quickly it might be well either to apply to the State Library Commission for sample Borrower's and Book cards filled out, or to borrow one of its Traveling Libraries in which the books are charged in this manner.

From the book card the Borrower's number is found and if necessary to look up his name the Registration book will give it. In a small library the Librarian will seldom find this necessary as she soon becomes familiar with the names and faces of the readers.

This charging system answers many questions quickly and accurately. Is  $\frac{920}{D65}$  on the shelves?—No.—Who has it?—(Look through the charging tray for Book card). 150 has it.—Who is 150? (Look in the Registration book for No.)—How long has 150 had it? Since February 14.

Has Mary Smith a book? (Look in tray arranged by Borrower's surnames). Yes.—What book? 920-D65.—How long has she had it? Since February 14.

**Two Book System.** The Commission recommends permitting readers to borrow two books at a time if they wish, of which but one shall be a novel. This system has proved very successful in inducing library patrons to read a much larger proportion of books of history, biography, travel, science and literature.

Education begins the gentleman, but reading, good company, and reflection must finish him.—LOCKE.

### SUGGESTED RULES FOR SMALL LIBRARIES.

Rules should be as simple and as few as possible and should be designed not to restrict liberty but to restrain license, and to make the use of the Library equally easy and pleasant for every one.

1. (a) **READERS.** Upon signing the agreement any resident of \_\_\_\_\_ may borrow books from the \_\_\_\_\_ Free Public Library so long as he complies with the rules.

(b) Persons not residing in \_\_\_\_\_ may be entitled to

the privileges of the Library upon the payment of —— per year, and after signing the agreement to comply with the rules, at the discretion of the Librarian.

#### AGREEMENT.

(c) Being a resident of —— I hereby agree as a borrower from the Free Public Library of —— to pay promptly any fines due from me for over-detention of books, or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

2. BOOKS. Two books not fiction, or one of fiction and one not fiction, may be borrowed at a time. Two volumes of the same work are considered as one book.

3. FINES. A fine of one cent a day including Sunday and legal holidays shall be paid for each book kept overtime. No book shall be lent to any one to whom a book or an unpaid fine is charged.

4. RESERVES. A reader wishing a book already loaned to another person, may have it reserved for him for forty-eight hours after its return, on request to the Librarian.

5. RENEWAL. A reader returning a book which has not been reserved, may renew it for two weeks.

6. INJURIES. Notes, corrections of the press, marks of any kind, or turning down of the leaves, are expressly forbidden, and all losses or injuries beyond reasonable wear, however caused, must be promptly adjusted to the satisfaction of the Librarian by the person to whom the book is charged.

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Every great book is an action, and every great action is a book.  
MARTIN LUTHER.

**LIBRARIAN'S MONTHLY REPORT.**

In every well-managed Library, a monthly report should be prepared for the School Library Commission in order that it may be kept informed as to the activities of the Library. These reports should always contain the same items each month in order to insure accuracy in the Library statistics. The following form suggested by the Iowa Library Commission presents the necessary details in very compact and intelligible manner :

**FREE PUBLIC LIBRARY, DELAWARE.****LIBRARIAN'S REPORT FOR MONTH OF —, 190 .****ADDITIONS.**

- Books purchased. \_\_\_\_\_  
 Books given. \_\_\_\_\_  
 Magazines bound. \_\_\_\_\_  
 Books rebound. \_\_\_\_\_  
 Books wornout or withdrawn. \_\_\_\_\_  
 Books repaired (in the Library). \_\_\_\_\_  
 New readers registered. \_\_\_\_\_

**CIRCULATION.**

- Number of books issued. \_\_\_\_\_  
 Number of days open for issue of books. \_\_\_\_\_  
 Average daily circulation. \_\_\_\_\_  
 Largest daily circulation. \_\_\_\_\_  
 Smallest daily circulation. \_\_\_\_\_  
 Percentage of fiction circulated. \_\_\_\_\_  
 Number of visitors to reading room and reference room. \_\_\_\_\_

**RECEIPTS.**

- Fines on overdue books. \_\_\_\_\_  
 Damaged or lost books. \_\_\_\_\_  
 Cards to non-residents. \_\_\_\_\_

## CLASSIFIED REPORT.

	Additions.	Circulation.	Per Cent. of Circulation.
General Reference Books and Periodicals . . . . .	.		
Philosophy . . . . .			
Religion . . . . .			
Sociology . . . . .			
Philology . . . . .			
Natural science . . . . .			
Useful arts . . . . .			
Fine arts . . . . .			
Literature . . . . .			
History . . . . .			
Travel . . . . .			
Biography . . . . .			
Adult fiction . . . . .			
Juvenile fiction . . . . .			
Foreign books . . . . .			
Current periodicals . . . . .			
Total . . . . .			

LIBRARIAN.

O for a Booke and a shadie Nooke, eyther in-a-dore or out ;  
 With the grene leaves whesp'ring overhede,  
 Or the streeete cryes all about.

Where I maie Reade all at my ease, both of the Newe and Olde;  
 For a jollie goode Booke whereon to looke  
 Is better to me than Golde.

## ROOMS, BUILDINGS AND FIXTURES.

As a rule it will be found wiser to adopt temporary quarters while the Library Commission and Librarian gain experience, and the Library's needs define themselves. Should the Library be so fortunate as to possess a building fund it will do no harm to let it accumulate and too great haste in this matter is likely to do a great deal of harm.

If, however, the question of building arises it will be found in every case more satisfactory and economical to employ a really competent architect. The best of these charge but very little more than the worst—about 5% of the cost of building—and the price of this commission will be more than saved to the Library in various ways by their employment.

Much valuable information on Library architecture is to be found in the volumes of "Public Libraries," with bibliographies of the subject, and no plans should be made before it has been carefully studied by both the Library Commission and the Librarian.

Especially helpful and suggestive on this subject is Soule's "Library Rooms and Buildings," one of the library tracts issued by the Publishing Board of the American Library Association (10½ Beacon St., Boston, Mass.) for five cents.

While no specific plan can be recommended that would suit every Library, there are a few general rules which are endorsed by the Library profession as a whole which have been summarized as follows :

"A Library building should be planned for Library work.

Every Library building should be planned especially for the kind of work to be done, and the community to be served.

The interior arrangement ought to be planned before the exterior is considered.

No convenience of arrangement should be sacrificed for mere architectural effect.

The plan should be adapted to probabilities and possibilities of growth and development.

Simplicity of decoration is essential in the work rooms and reading rooms.

The building should be planned with a view to economical administration.

The rooms for public use should be so arranged as to allow complete supervision with the fewest possible attendants.

There should be throughout as much natural light as possible.

Windows should extend up to the ceiling to light thoroughly the upper part of the room.

Windows in a book room should be placed opposite the intervals between book-cases.

In a circulating library the books most in use should be shelved in floor cases close to the delivery desk.

A space of at least five feet should be left between floor cases. (If the public is excluded, 3 feet is ample).

No shelf, in any form of book-case, should be higher than a person of moderate height can reach without a step-ladder.

Shelving for folios and quartos should be provided in every book room.

Straight flights are preferable to circular stairs.

The form of shelving which is growing in favor is the arrangement of floor cases in large rooms with space between the tops of the book-cases and ceiling for circulation of air and the diffusion of light.

Modern library plans provide accommodations for readers near the books they want to use, whatever system of shelving is adopted."

Avoid having more partitions than you can dispense with—they take away from the sense of openness and space a library room should have.



The simpler and less ornate the furniture, fittings and decoration of a library room, the better.

Single shelves should not be more than 3 ft. x  $7\frac{1}{2}$  ins. and 10 inches should be allowed between shelves. Shelves should be movable and easily adjustable. If in the form of a book case it will be best not to have them more than 7 ft. high."

For cases, furniture, catalogue cases, cards, trays and all manner of labor saving devices consult the catalogue of the Library Bureau.

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Many times the reading of a book has made the fortune of man,—has decided his way of life. It makes friends. 'Tis the tie between men to have been delighted with the same book. Every one of us is always in search of his friend; and when, unexpectedly, he finds a stranger enjoying the rare poet or thinker who is dear to his own solitude, it is like finding a brother.—EMERSON.

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## FITTINGS AND SUPPLIES.

It is the truest economy in the long run to provide the best labor saving equipment, even at a greater first cost. These Libraries must grow, and the management will soon come to recognize that they have made a mistake if they have not made a sacrifice to obtain the adequate "tools of the trade" at first. It should be borne in mind that these first expenses are similar to the equipment of a school room with its desks, seats, blackboards, etc. They are expenses to be incurred but once and they are essential to the work to be performed. All those supplies and stationery *peculiar* to the proper administration of a Library had best be bought of the Library Bureau, if disappointment and ultimately greater expense are to be avoided. There is a branch office at 112 North Broad St., Phila., and its invaluable catalogue can be obtained for the asking and should be carefully examined by all Librarians and Boards of Library management. For ordinary stationery and

office supplies the W. H. Hoskins Co., 906 Chestnut St., Phila., will probably give satisfaction. Their catalogue also will be helpful to the Librarian.

The improvement of a little time may be a gain to all eternity.

BENJAMIN WHICHCOTE.

### **LIBRARY SCHOOLS.**

All these Library Schools are sending out graduates who are trained and enthusiastic, with from one to two years training and experience and to these schools the District Library Commissions of Delaware are referred for advice as to the employment of librarians or organizers. Information as to their courses of instruction may be obtained on application to the directors.

New York State Library School, Albany : Melvil Dewey, Director.

Pratt Institute Library School, Brooklyn : Miss Mary W. Plummer, Director.

Drexel Institute Library School, Philadelphia : Miss Alice B. Kroeger, Director.

University of Illinois Library School, Champaign, Ills. : Miss Katharine L. Sharp, Director.

Simmons College Library Training Course, Boston : Miss Mary E. Robbins, Instructor.

Western Reserve University Library School, Cleveland, O. : William H. Brett, Dean.

The Carnegie Library Training School for Children's Librarians, Pittsburg, Pa. : Miss Frances J. Olcott, Director.

### **SUMMER LIBRARY SCHOOLS.**

The courses in these are intended to assist the Librarians of the very small public and school Libraries, and to increase the usefulness of the assistants in larger Libraries.

They are especially valuable in affording opportunities to get into touch with co-workers in the same field, and in arousing in their pupils the "modern library spirit." Moreover, the opportunity for comparison of methods and exchange of ideas and experience has proved of inestimable value to the pupils of these schools, and to the institutions which employ them.

New York State Summer Library School, Albany : Melvil Dewey, Director.

Chautauqua Summer School of Library Science, Chautauqua, N. Y. : Melvil Dewey, Director.

Amherst Summer School of Library Science, Amherst, Mass. : W. I. Fletcher, Director.

Indiana Summer Library School, Winona Lake, Ind. : Miss Merica Hoagland, Library Commission, Indianapolis.

Iowa State University, Iowa City : Miss Alice S. Tyler, Director.

Wisconsin Free Library Commission, Madison : Miss Cornelia Marvin, Director.

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Apply thine heart unto instruction, and thine ears to the words of knowledge.—PROVERBS, 13:13.

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Knowledge of books in a man of business is a torch in the hands of one who is willing and able to show those who are bewildered, the way which leads to prosperity and welfare.—ADDISON.

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## AMERICAN LIBRARY ASSOCIATION.

The American Library Association is the national organization of people interested in Libraries, and has now a membership of over a thousand. It was established in 1876 for the purpose of advancing general library interests in every practicable way, and its avowed objects are :

1. By organization and force of numbers to effect

needed reforms and improvements most of which could not be brought about by individual effort.

2. By co-operation to lessen the labor and expense of Library administration.

3. By discussion and comparison to utilize the combined experiment and experience of the profession in perfecting plans and methods and in solving difficulties.

4. By meetings and correspondence to promote acquaintance and *esprit de corps*.

The fee is \$2 a year and all interested persons and institutions are eligible to membership.

The Association meets as a body once a year and the proceedings of these meetings are printed in full and distributed to all members. It publishes a Handbook which gives full information of its work and terms of membership, and which may be had upon application to the Secretary, J. I. Wyer, Jr., University of Nebraska, Lincoln, Neb.

Every person actively engaged in Library work owes it to themselves as well as to their profession to become a member of the A. L. A. One cannot join it, work with it and for it and not increase one's efficiency in many ways.

Nearly all of the other States have smaller Library associations, and it is to be hoped that Delaware will not defer adding hers to the list, as they are very active agencies for fostering Library interests in various ways.

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Other things being equal, the man who has the greatest amount of intellectual resources is in the least danger from inferior temptations—if for no other reason, because he has fewer idle moments. The ruin of most men dates from some idle hour.—HILLARD.

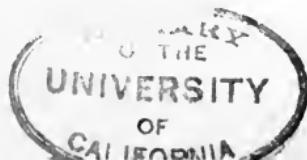
## TRAVELING LIBRARIES.

The State Federation of Women's Clubs gave the State Library Commission seven Traveling Libraries consisting of 50 volumes each of wholesome and interesting books which it loans to any school or community under conditions hereinafter described. Since that time the Commission has received from the Wilmington New-Century Club, 13 similar Libraries; from the Dover Century Club, 7 Libraries; from Miss Florence Bayard Kane, 3 Libraries, and from George F. Bowerman, 1 Library. To the date of the publication of this Handbook the Commission owns 45 such Libraries and is constantly adding to the number by purchase.

The Commission has urgent need for many more Traveling Libraries, and contributions either of books or of money for the purpose of equipping them will be thankfully accepted. At the same time it should be said that the books for such Libraries can only be of very great value if they are carefully selected and bought with reference to their especial purpose.

As Mr. Hutchins of Wisconsin has said, "We have passed the day of experiment. Hap-hazard Traveling Libraries—those for which the books are gathered at hap-hazard, administered at hap-hazard, and supervised in the same way—served a good purpose at one time. In the future, Traveling Libraries . . . should be purchased in series by careful students of the communities which they are to visit, and should be administered and supervised by people who make the work a business—whether such business be voluntary or paid. This means that in the future considerable amounts of money should be raised for the administration of Traveling Libraries as well as for their purchase."

Elsewhere he says no less truly, "Books of ephemeral value, books made of basswood paper and logwood ink, should be excluded because the child will not cherish



them," and it is a fact known to experience that no one else will either.

In speaking of Library work it may be safely assumed that every one will consider the work done for children in their regard as the most important, however forcibly the needs of older people present themselves, and it seems to be conceded by every one at all attentive to the subject that the largest amount of reading is done by children between the ages of twelve and fourteen.

Therefore, it will readily be admitted that that importance of providing books suitable for children of such an age can scarcely be over-estimated, and that to begin at twelve to make the selection is to begin too late, and we should begin before they learn to read by reading to them.

It may also be assumed that the home where cultivated parents train their children to enjoy reading the best books, is the best of all libraries—that books read for pleasure, read over and over again at home, do far more to shape ideals, determine character, and form the visions which "flash upon that inward eye which is the bliss of solitude" than books studied at school, or borrowed with no other standard of choice than mere momentary diversion, but the fact must be faced that the majority of homes are bookless.

For the children of these homes and for many other uses we must have the Free Public Library, but throughout farming communities and the small towns in which Delaware's population is so largely to be found, the means of providing good literature is lacking unless the people unite in assisting the State Library Commission by their gifts to equip and circulate properly selected and sufficiently numerous Traveling Libraries.

Such gifts shall bear the names of the donors both in the books and on the cases, and the people who have furnished the means for this work everywhere, are agreed that no

other philanthropic work of which they have knowledge does so much undoubted good in proportion to its cost.

The Libraries afford the eminently practical and economical means of realizing our American ideal of "the greatest good to the greatest number," and as more than twenty of our other States are, by their means, successfully coping with the problem of making good literature accessible to all classes in their small communities, there would seem to be no reason why the people of Delaware should be less fortunate.

The economy of this method of possessing a Library should appeal strongly to the minds of any practical people—for taxes, local rent, fuel, light, librarian's salary and the costs of library equipments are spared their publics. Moreover, the Commission can buy books at a lower rate than is possible to individuals.

The great advantages of the system in other respects should as surely make a powerful appeal to the good sense and good will of us all—"if it be the duty of the State to give to each citizen an opportunity to learn to read, surely it is equally its duty to give to each citizen an opportunity to use his power wisely for himself and the State, and this can be done for all the readers of a community at a fraction of the cost necessary to teach him to read, and thereby his power to do may be made a lifelong education for him and a source of illimitable pleasure."

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Dreams, books are each a world ; and books we know  
Are a substantial world, both pure and good,  
Round these with tendrils strong as flesh and blood  
Our pastime and our happiness will grow.

WORDSWORTH.

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These Traveling Libraries, properly equipped and administered, should prove a most powerful lure away from less worthy occupations and amusements and would put the

control of the reading of large numbers of people into the hands of those who have the Library experience of the world at their command—and that too while the literary tastes of their readers are being formed—or created !

The interest in books once aroused would be kept alive by the frequent exchange of one Library for another—for most naturally the near prospect of a change would keep each reader alert to learn which were the best books and to get them promptly. It would seem as though each Library station must become a centre of light—and of delight—to its neighborhood—and should do much to build up a nobler social and intellectual life, and to give an abundant supply of wholesome reading to people who, very possibly, would otherwise have none.

It not only should supply such literature to the people, but it would, in many cases, confine their reading to it until their tastes were formed, and by leaving no room, nor time for bad books, would prevent their circulation by the most natural, wholesome method imaginable.

It should tend “to make helpful, inspiring themes the burden of the common thought—substituting quite simply and naturally, helpful conversations on really interesting impersonal topics for petty gossip, scandal, and oral and printed wickedness.”

One cannot limit its sphere of usefulness, for its best work will be done in those places where there is no similar educational force at work for any but children, and if one regards a Library as Librarians do, as the “People’s University,” then one must admit that its curriculum is as broad as the needs of human nature.

Its teachings cease neither by day nor by night, neither on work days nor holidays. Informing, inspiring, amusing—old as well as young, learned as well as ignorant, rich and poor equally ! Helping the child at his play, the teacher in school, the mother at home—giving of its stores of knowledge and pleasure to the farmer at his plough, to

the invalid in the sick room, to the traveler on his journey —all life may be illuminated by the radiance of this lamp of beauty, of knowledge, and of truth, that waits but to be lighted by the common sense of needs, of generosity, and of sympathy on the part of our fellow citizens which shall lead them to follow the patriotic example of the State Federation of Women's Clubs and give the means of continuing and perfecting the work unselfishly and generously begun by them while they had no thought of personally profiting by the free dissemination of their gifts.

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A little peaceful home  
Bounds all my wants and wishes ; add to this  
My book and friend, and this is happiness.

DI RIOZA.

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## RULES FOR LENDING TRAVELING LIBRARIES.

On satisfactory assurance that all rules of the State Library Commission will be complied with, Traveling Libraries may be lent to the following classes of borrowers :

1. BORROWERS. A State Traveling Library will be loaned to :

(a) Any school, college or seminary upon application of its principal.

(b) Any village, town or community, Study or other Club, Grange, Post, Lodge, business corporation or other similar organizations, which will form a library association of not less than five members, and will agree to be responsible for the safe keeping and return of the Library, and to observe the rules made for its management.

(c) Any Library upon application of its trustees or commissioners. If loaned to a subscription Library it must agree to loan the books of the Traveling Library to any one in the community free of charge.

2. APPLICATION. Application must be made upon a blank furnished by the Commission, and must designate the place in which the Library will be kept, and the name of the person or persons chosen to serve as Librarian and Secretary.

3. TIME. The Traveling Library shall not be kept longer than three months at a time except by special permission. It may be exchanged for another on the same terms, and these exchanges may continue so long as rules are properly observed.

4. LIBRARIAN. The Librarian shall care for the books while under his control and shall keep such records of circulation, etc., as shall be required by the Commission.

5. INJURIES. Notes, correction of the press, marks of any kind, or turning down of leaves, are especially forbidden. In returning the case of books, such precaution shall be taken as shall ensure the safe return of the books.

6. VIOLATION OF RULES. For wilful violation of any rule, or unnecessary carelessness in the use of the books, the Commission reserves the right to suspend the privilege of borrowing Libraries.

7. No charge may be made for the use of the books.

The Commission hopes to be able to purchase new and carefully selected Libraries at frequent intervals. They may be lent as a whole, selections from different sets being impracticable. In selecting a Library, borrowers would do well to mention several in order of preference, in case the first choice should not be available.

The Commission will sometimes be able to send a small number of magazines with the Libraries if an association desires them. These magazines may be freely loaned where they will give most pleasure and need not be returned to the Commission.

If Milton will cross my threshold to sing to me of Paradise ; and Shakespeare to open to me the worlds of imagination and the workings of the human heart ; and Franklin to enrich me with his practical wisdom—I shall not pine for want of intellectual companionship, and I may become a cultivated man, though excluded from what is called the best society in the place where I live.—CHANNING.

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**TO THE LIBRARIANS**  
of the  
**Traveling Libraries.**

These little Libraries are sent forth with an earnest desire to give pleasure and help to every one throughout our State. Their ultimate success and usefulness must depend largely upon your efforts, and the criticisms of your borrowers and your own reading will soon enable you to give very valuable assistance to them and the Commission as to the choice of books. These are suited to various tastes and needs, and the mere fact that a reader has not found what he wanted in his first choice is not a reason for his refraining from making a second.

Your interest will grow with your success in converting people who are not habitual readers into becoming such—but you must not let yourself be discouraged if you do not always succeed immediately and with each individual.

Try to train your readers to handle books carefully and to keep them clean. Remind the children that clean hands are necessary if the books are to be so, and if each reader will unselfishly consider his successor's pleasure every one will be able to handle clean books. It is much easier to teach this cleanliness and carefulness while books are new than after they become soiled, but even with the older books which have already been abused, an attentive Librarian can do much to train his public. It might be well to suggest to many of your readers that they should cover the books they borrow.

The permanent success of the Traveling Libraries will

depend very much upon proper care of the books, and the length of time they will wear, therefore it is important that every one, especially children, should be gently cautioned to treat the books with care. Try, however, to use tact and not to make any one afraid to borrow the books freely.

The habit of reading good literature is far more important than the saving of the books or the money involved, but if you take your public into your confidence in this matter, most persons will be glad to aid you, and will readily appreciate the good sense and necessity of giving the care you require. Especially will this be true when it is learned that in sending out Libraries, preference will be given to those communities which return them in best condition in proportion to the amount of use which has been made of them.

Please arrange the books straight on the shelves or flat upon their sides if oversized and in returning the Libraries, pack the books so securely that they cannot slide or shift in their places.

If the leaves of the books become loose, do not reissue them (unless you can neatly fasten the leaves into position again), but keep them in your possession till the Library is returned.

If any of your readers persist in soiling the books unduly, refuse to loan them until you write to the Commission for instructions.

Where the cost of a book appears in the catalogue, you should collect its cost should the book be lost or damaged unduly, otherwise it will be necessary to write to the Commission for instructions.

You will confer a favor by making any suggestions that will lead to the increased usefulness of these Libraries.

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"The first thing one ought to do, after having borrowed a book, is to read it, so as to be able to return it as soon as possible."—MENAGE.

## RULES FOR CIRCULATING TRAVELING LIBRARY BOOKS.

1. PLACE AND TIME. The Library shall be kept at a convenient place and be open for delivering and returning books at such times as the borrowing association shall direct, providing that such time shall not be less than three hours on two days of each week, of which due public notice shall be given.

2. READERS. After signing the agreement any resident of the locality may draw books so long as he complies with the rules. Persons residing outside the locality to which the Library is lent shall be entitled to the same privileges when their agreement is endorsed by the Librarian.

### AGREEMENT.

Being a resident of \_\_\_\_\_ I hereby agree as a borrower from the State Library Commission of Delaware, to pay promptly any fines due from me for over-detention of books, or for injuries of any kind beyond reasonable wear to any book while it is charged to me.

Persons residing outside the locality to which the Library is lent, shall be entitled to the same privileges when their agreement is signed by the Librarian.

3. BOOKS. One volume may be drawn by each reader and kept for two weeks.

4. FINES. A fine of one cent a day including Sunday and legal holidays shall be paid for each book kept over time, and any money thus received shall be used under direction of the borrowing association for Library expenses. *No book shall be lent to any one to whom a book or an unpaid fine is charged.*

5. RESERVES. A reader wishing a book not at the time on the shelves may have it reserved for him for forty-eight hours after its return, by giving notice to the Librarian.

6. RENEWAL. A reader returning a book which is not reserved may renew it for two weeks.

7. INJURIES. Notes, corrections of the press, marks of any kind, or turning down of leaves, is expressly forbidden, and all losses or injuries beyond reasonable wear, *however caused*, must be promptly adjusted to the satisfaction of the Librarian by the person to whom the book is charged.

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In a book-plate of the last century, the owner of the book has the following pertinent quotation from the Psalms :—"It is the wicked that borroweth, and payeth not again."

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### **DIRECTIONS TO LIBRARIANS OF TRAVELING LIBRARIES.**

SHELF ARRANGEMENT. Arrange the books in the case in the order of the numbered labels on their backs, except that when the book is over-sized it may be arranged out of sequence, if necessary.

BORROWERS CARDS. Have the Borrowers' cards properly signed and if necessary endorsed. Write in ink all other items indicated on the face of the cards—surname of Reader, given name, number, residence, date.

NUMBERS. Assign a number to each Borrower in the order of his application, and write it in the place indicated on his card. Arrange these cards, alphabetically by the surname in the charging case.

The Librarian will find it useful to keep a numerical register of borrowers in order to avoid assigning the same number to different persons.

BOOK CARDS. Each book has a blue card with the shelf No. written in the upper left hand corner. Below is a Class number, Book number, Author and Title.

When a book is given out, enter the date of issue in the 1st column on the book card, and the borrower's No. in the 2d column, and place the card in the charging case arranged numerically by the shelf number.

On the borrower's card, write the date in the 1st column,

and the shelf No. of the book in the 2d, and replace the card in its numerical order in the file. (The shelf No. is always on the back of the book, on the book-plate, book-pocket, and book card.)

In making entries on the book cards and borrowers' cards, *do not skip any spaces in the columns.* When the faces of the cards are full, use the backs in the same manner.

Use the blue book card till it is full, then make a new book card exactly like it, numbering it carefully "card 2" on the upper right hand corner. Preserve and return "card 1" for statistics.

**DATES.** Use the following method of dating and abbreviations for month and year:

Ja. F. Mr. Ap. My. Je. Jl. Ag. S. O. N. D.  
e. g.: 21 Ja. '4. 28 Jl. '4.

**DISCHARGING.** When a book is returned take its book-card from the charging case, and replace the card in the book, and the book on the shelf. Write the date of return on the borrower's card in the next space to the right of the shelf No. and return the card to the file.

**RENEWAL.** To renew a book, enter the date of its return as described above and then charge it exactly as if drawn for the first time.

**RESERVES.** To reserve a book, write (in pencil) on its card in the space for the next borrower, the name of the reader asking for the reserve, and return the card to its place in the charging case. When the book is brought in, immediately notify the person for whom it is reserved, and keep the book for him till the close of the first library day, ending not less than 48 hours after sending the Librarian's notice. If not called for within the time specified, erase the penciled name and return the book card to the book.

**OVERDUE BOOKS.** At least once a week examine borrowers' cards for overdue books, and promptly notify any

one more than a week in arrears, collecting the fine on the return of the book. Do not lend a book to any one having a fine unpaid. Should the amount of the fines collected exceed the cost of the library expenses, the Commission should be notified of the fact and will instruct the Librarian as to the disposition of the fund.

**REPORTS.** Carefully keep and return all cards to the State Library Commission, Dover, Delaware.

If a new supply either of borrowers' or book cards is needed, send for them promptly.

**SHIPPING DIRECTIONS.** All express charges, but not local carriage, are paid by the State Library Commission.

**UNPACKING.** Unscrew the box cover. Be careful not to mar the book case. The keys are in an envelope tacked inside the cover. Store box, cover and screws in a safe, dry place. Package labels for return will be found with the book lists.

Mail receipt card promptly after comparing items with contents of the boxes.

**RETURNING.** Compare books to be returned with the list sent, examining them for lost leaves or mutilations. Take especial care to have all the book cards in the books. Return borrower's cards for statistics.

Pack books and case in the same packing box and in the same manner in which they were sent. Wrap the charging case carefully in very thick folds of paper, and have the outer wrapper securely folded and fastened on. The keys for both book case and charging case should be placed in an envelope and tacked inside the cover of the packing box. Notify the Commission as to date of shipment and express C. O. D.

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Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it. When we inquire into any subject, the first thing we have to do, is to know what books have treated of it. This leads us to look at catalogues and the backs of books in libraries.—DR. SAMUEL JOHNSON.

"What we read with inclination works a much stronger impression.

"If we read without inclination, half the mind is employed in fixing the attention, so there is but one-half to be employed on what we read."—DR. SAMUEL JOHNSON.

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## AIDS AND GUIDES IN LIBRARY WORK.

Dana, J. C. Library Primer. Library Bureau. \$1.  
Dewey, Melvil, ed. Papers prepared for the American Library Association for its annual meeting held at the Columbian Exposition, 1893. Bureau of Education, Washington, D. C. Free.

Covers very fully the entire field of library economy and will prove very useful to any librarian.

Library Bureau Catalog. Library Bureau, 112 North Broad Street., Philadelphia. Free.

Very useful to any worker in a Library.

Plummer, M. W. Hints to Small Libraries; rev. and enl. Truslove, N. Y., 1898. 50c.

Will be given to any Free Public Library in Delaware, upon request to the State Library Commission. It will prove an invaluable aid to both Librarians and District Library Commissioners in their work of organization.

Contents: Receiving and entering books; book numbers and cataloguing; shelf list and inventory; mechanical preparation of books for the shelves; binding; relations with the public; charging system; reading room; reference work; selecting and ordering books; rooms and fixtures; library tools.

## LIBRARY PERIODICAS.

Library Journal. 298 Broadway, New York. Monthly, \$5. Official organ of the A. L. A. and the best journal of library science in existence.

Public Libraries. Library Bureau. Monthly, \$1. A journal specially devoted to the needs of small libraries, and very valuable to them.

**BOOKS ON CLASSIFICATION AND CATALOGUING.**

American Library Association. List of Subject Headings for use in a Dictionary Catalogue. Library Bureau, Phila. \$2.

—. Catalog of the A. L. A. Library; 8,000 v. for a popular library, selected by the American Library Association, to be shown at the Louisiana Purchase Exposition, 1904. Library of Congress, Wash., D. C. Free. Shows how books should be classified and catalogued, and includes a model dictionary catalogue. Will greatly assist Librarians and Book Committees in the selection and arrangement of books.

Cutter, C. A. Rules for a Dictionary Catalog, ed. 3, 1891, (in U. S. Bureau of Education special report on Public Libraries. pt. 2.) U. S. Bureau of Education, Wash., D. C. Free.

This is a masterly treatise on the subject by its inventors. A new edition is to be issued this year.

—. Decimal Author Tables. Library Bureau. Phila. \$1.25. A scheme by which books may be given distinctive numbers by which they may be alphabetically arranged under their subjects both on the shelves and in the catalogue.

Dewey, Melvil. Abridged Decimal Classification and Relativ Index. Library Bureau, Phila. [1894]. \$1. Short form of the Decimal Classification adapted to the needs of small or slowly growing Libraries.

—. Simplified Library School Rules. Library Bureau, Phila., 1898. Pap. \$1, cloth \$1.25.

Includes card catalog, accession and shelf list rules, book numbers, library handwriting, punctuation and abbreviations.

### AIDS IN SELECTING BOOKS.

American Library Association. Annotated Lists.

Books for Boys and Girls, a Selected List Compiled by Caroline M. Hewins, Librarian of Hartford Public Library. \$0.05.

American Library Association. Annotated Lists.

Guide to the Study and Use of Reference Books by Alice B. Kroeger, Director of Drexel Institute Library School, Phila. \$1.25.

American Library Association. Model Library of 8,000 v. to be shown by the American Library Association at the Louisiana Purchase Exposition, 1904. Library of Congress, Wash., D. C. Free.

This list has been reviewed by 268 different critics representing leading colleges and universities, libraries and professions.

Its subject list might well be the basis of any Library's collection of books, and it furnishes a perfect working model of classification, author book numbering and subject heading according to the best expert judgment to be obtained. No cataloguer nor book committee should be without it.

Carnegie Library, Pittsburg. List of 100 Entertaining Biographies.

Annotated and very well selected.

Carnegie Library, Pittsburg. List of 1053 Books agreed upon by the Cleveland Public Free Library and the Carnegie (Pittsburg) Libraries for children's reading.

Iowa Library Commission, DesMoines. List of Books for Children, compiled and annotated by Annie Carroll Moore (of the children's department of the Pratt Institute Library, Brooklyn. Excellent list. Free.

N. Y. State Library. Lists of best books of the year. Issued annually since 1894.

Publisher's Trade List Annual. Catalogues of all important American publishers bound together. Publisher's Weekly, N. Y. \$2 a year.

"Suggestive Lists of Books for a Small Library," recommended by the Library Commissions of Iowa, Minnesota, Wisconsin, Nebraska and Delaware.

Nine of these have been issued and can be had upon application to the State Library Commission. Free. Give extremely valuable information as to ordering, etc., and annotated lists of public documents useful to a small Library are in Nos. 7 and 8.

To aid in buying for small Libraries, three classes of books are marked: (a) 20 most important books of the year; (b) includes 30 next most important books; and (c) indicates 50 more, to make up 100 books.

#### **PERIODICALS.**

Athenæum, London, Eng. \$3.

N. Y. Times Saturday Book Review, Weekly. \$1.

Publisher's Weekly, 59 Duane St., N. Y. \$3.

American Book Trade Journal.

#### **PERIODICAL SUBSCRIPTION AGENCIES.**

Kenyon News and Postal Subscription Co., Chic., Ills.

Stechert, Gustav E. 9 E. 16th Street.

#### **FITTINGS AND SUPPLIES.**

Library Bureau. 112 North Broad St., Phila.,

For all catalogue and shelf list cards and such other material as is especially designed for Library use.

W. H. Hoskins Co., 904 Chestnut St., Phila.

Other supplies.

If thou wilt receive profit, read with humility, simplicity and faith; and seek not at any time the fame of being learned.

THOMAS A KEMPIS.

**ADDITIONAL USEFUL ADDRESSES.****Second-hand (and New) Books.**

Leary, Stuart & Co., 9 South Ninth St., Philadelphia, Pa.

**Shop-worn Books.**

Philadelphia Book-Store Co., 1516 Chestnut St.,  
Philadelphia, Pa.

**Bargain Books.**

Cora E. McDevitt, 1 Barclay St., New York, N. Y.

**Book-Binder.**

Robert T. Stewart & Son, 615 Shipley St.,  
Wilmington, Del.

All of these firms will give trustworthy and efficient service, and small Libraries can save a great deal of money by employing their aid in addition to that of their regular bookdealers.

**THE BOOK.**

There is no frigate like a book  
 To take us leagues away,  
 Nor any coursers like a page  
 Of prancing poetry.  
 This traverse may the poorest take  
 Without oppress of toll ;  
 How frugal is the chariot  
 That bears a human soul !

**EMILY DICKINSON.**

## PENALTY FOR INJURY TO LIBRARY PROPERTY.

### AN ACT

TO PREVENT MALICIOUS INJURY IN LIBRARIES, MUSEUMS  
AND EDUCATIONAL INSTITUTIONS.

*Be it enacted, &c.*

Section 1. If any person, having access to or being in possession of any book, magazine, newspaper, pamphlet, manuscript, map, chart, plan, painting, picture, engraving, photograph or other work of literature or object of art, science, mechanical skill or curiosity owned by or deposited in any Library incorporated by or organized under the laws of this State, or in the Library, cabinet or museum of any educational institution, or the Historical Society in this State, shall wilfully or maliciously cut, mark, mutilate, deface, soil, obliterate, break, destroy, or in anywise injure the same, write in or upon the same, or procure the same to be done, or shall wilfully or maliciously injure or deface any label, tag, book-plate, book-card or book-pocket, or the Library marks or numbers on the same, such person shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not exceeding twenty-five dollars or imprisoned not exceeding six months, or both, at the discretion of the court.

*Passed at Dover, March 25, 1895.*

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An author may be considered as a merciful substitute for the Legislature. He acts not by punishing crimes, but by preventing them.

GOLDSMITH.

**SYNOPSIS**  
**OF THE LAW RELATING TO THE**  
**ESTABLISHMENT OF**  
**FREE PUBLIC LIBRARIES**  
**by the**  
**SCHOOL DISTRICTS.**

Section 3. The Commission shall have general supervision of all Libraries in the State established under this law . . . It shall demand such reports as it deems proper and shall certify to the State Treasurer when any such Library is entitled to State aid. . . .

Section 4. Provides that any School District in the State may receive gifts or bequests for the foundation or maintenance of a Free Public Library.

Section 5. Authorizes any School District to establish a Free Public Library if a majority of the electors of the School District vote in favor of doing so.

Section 6. For the purposes of this Act, all the School Districts of the State are classified according to the sums which their several Boards of Education or School Committees are legally authorized to raise by taxation for school expenses. The classification is as follows :

First class Districts annually raise from .	\$6,000 upward.
Second " " " "	between 4,000 to \$6,000
Third " " " "	2,000 to 4,000
Fourth " " " "	1,000 to 2,000
Fifth " " " "	500 to 1,000
Sixth " " " "	200 to 500
Seventh " " " "	less than 200.

Section 7. Provides that upon request of a sufficient number of electors to their Board of Education or School Committee of any School District, thirty days before the regular school election, the question as to the establishment of a Free Public Library in the District must be

submitted to the voters at a special election to be held the next day after the regular election. The number of electors who must so petition is as follows:

For First and Second-class Districts, 20 electors.

For Third, Fourth and Fifth class Districts, 10 electors.

For Sixth and Seventh class Districts, 5 electors.

Section 8. The vote must be by ballot upon which shall be written or printed either the words "For a Free Library," or "Against a Free Library," and a majority of the ballots cast at this special election shall decide the question. All persons entitled to vote at the last regular school election are entitled to vote at this special election also.

The place of voting, conduct of the election, counting of ballots and the like shall be as provided by law in the District wherein the question is submitted.

The Board of Education or School Committee upon being petitioned to submit this question to the voters, must post notices (*see p. 9*) to that effect in at least five public places in the District at least ten days before the election is to take place, and the notices must state not only the question to be voted upon, but shall state when and where the election shall be held.

In case the Board of Education or School Committee neglects or refuses to give such notice, any qualified elector may do so and their notice shall be equally effectual.

Section 9. If the vote shall be against the establishment of a Free Public Library the question may be brought up again in the same way at a special election the day after the next school election.

Section 10. If the vote is in favor of the establishment of a Free Public Library, then the Board of Education or School Committee is required to raise by taxation a sum of money for the purpose. The amount of the sum to be raised shall be determined by the class to which the District belongs and will be as follows:

For First class Districts, from . . . . .	\$250 to \$600
For Second " " between . . . . .	150 to 400
For Third " " " . . . . .	100 to 300
For Fourth " " " . . . . .	75 to 200
For Fifth " " " . . . . .	50 to 150
For Sixth " " " . . . . .	40 to 100
For Seventh " " " . . . . .	25 to 75

Annually thereafter the Board of Education or School Committee shall raise the specified sum for the support and increase of the Library established.

All such sums shall be raised as those for current school expenses are, and, if the Board of Education or School Committee deem it necessary, they may be in addition to the amount authorized in the District for such school expenses.

Any District may fix the sum to be raised for Library support during the ensuing year, providing the sum raised is not less than the minimum required by law according to the table above.

The vote to fix a sum shall be by ballot.

Section 11. A Free Public Library having been voted for, the Board of Education or School Committee must immediately elect a School District Library Commission of which the number of members and the length of their terms shall be according to the class of their District as follows :

For First and Second class Districts, 3 members for 1 year	
For " " " " " 3 " 2 "	
For " " " " " 3 " 3 "	
For Third and Fourth " " " 2 " 1 "	
For " " " " " 2 " 2 "	
For " " " " " 1 " 3 "	
For 5th, 6th and 7th " " " 1 " 1 "	
For " " " " " 2 " 2 "	
For " " " " " 1 " 3 "	

All of these members shall serve until their successors are duly chosen and qualified.

Having established a Free Public Library, thereafter the electors must annually elect the members of their School District Library Commission at a special election to be held the day after the regular school election.

The members may or may not be members of the Board of Education or School Committee, and they may be either women or men.

Section 12. The first meeting of the District Library Commission shall be on the first Tuesday next succeeding the election of its members, and it must organize by electing a Chairman, Secretary and such other officials as it deems necessary.

The Treasurer of the School District shall be Treasurer of the Library Commission, and subject to the Commission as to the money of which the Commission has custody.

A vacancy in the Commission may be filled by the Commission till the next election of members occurs. A failure to attend three successive meetings of the Commission may be declared a vacancy at the option of the other members.

Section 13. The District Library Commission shall have entire control of the Library and its property of all sorts.

It shall make an explicit report to the District at each annual school meeting of all its receipts and expenditures, and of all the property in its care.

It shall also recommend as to the amount of money it deems necessary to raise for the Library for the ensuing year, and must do so before fixing the rate of taxation for the Library by the Board of Education or the School Committee. It shall also make such reports embracing such matters as the State Library Commission shall require.

The District Library Commission shall also have the power to obtain or to accept room and equipment for a

Library and to employ the necessary caretakers and to have all necessary powers for the foundation and maintenance of a Library, including the making of all rules and regulations for the conduct of its employees, use of its property and the conduct of people in and about the Library, providing the use of it, its reading matter and privileges are free to people in the District or to any person outside the District who owns property assessable within it.

The District Library Commission is authorized to enforce these rules by a penalty which it may impose at its discretion.

This penalty may consist either of a suspension of the privileges of the Library, or of a money fine which may be collected, if necessary, by proceedings instituted in the name of the District before a Justice of the Peace of the County.

The money thus collected must be paid to the District Library Commission to be used for the Library.

Section 14. The District Library Commission may, in its discretion and upon payment of such fee as it deems proper, admit persons living outside the District to use the Library, and reading room in the same manner as the residents of the District.

Section 15. Any two or more School Districts may unite for the purpose of obtaining the benefit of this Act.

Whenever five electors of any such Districts shall petition therefor, the committee shall arrange with the Boards of Education or School Committees of any other said Districts for a special election to determine the establishment of a Free Public Library for said Districts. For the purposes of this Act, such Districts shall be considered as belonging to the class which any one of the said Districts would have belonged to if they had not united.

Section 16. Whenever the State Library Commission

shall certify to the State Treasurer that any School District or union of School Districts has established a Free Public Library according to the provisions of this law, then the State Treasurer shall pay to the District Library Commission one-half the lowest sum prescribed in Section 10, for the class in which these Districts belong, and annually thereafter he shall pay a like sum to the District Library Commission upon the certificate of the State Library Commission that the District has raised its necessary quota for the support of its Free Public Library.

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I am not going to speak with disparagement of the library of reference, but I am going to speak with peculiar admiration and affection of the library of circulation; and or this reason:—because it tends to purify and maintain that which is the very strength of a nation, the very glory of a people; among all the ordinances of God, the most merciful and the most amicable—the domestic system of the country. And I hope that many a husband, and many a brother, availing himself of the opportunity offered, will carry the book to his own fireside, and make his wife and his children, or his mother and his sister, partake of his studies.—SHAFTESBURY.

**LAWS OF DELAWARE.****VOL. 22.****CHAPTER 362.****OF FREE PUBLIC LIBRARIES.****AN ACT**

**PROVIDING FOR THE ESTABLISHMENT AND MAINTENANCE  
OF FREE PUBLIC LIBRARIES.**

*Be it enacted, &c.*

Section 1. That as soon as may be after the adoption of this Act, there shall be created and established a board to be known as "The State Library Commission for the State of Delaware." Said Commission shall be composed of nine persons to be appointed by the Governor, who shall respectively hold office for the term of five years or until their successors are duly chosen; provided, that in the first Commission created under this Act, the Governor shall appoint three members for the term of one year, three members for the term of three years, and three members for the term of five years. All vacancies on said Commission, whether occurring by expiration of term, or otherwise, shall be filled by the Governor. No person shall be ineligible by reason of sex to serve on the Commission.

Section 2. The said Commission shall organize by the selection from its members of a chairman and such other officers as are or may be deemed advisable; provided, that the State Librarian shall, by virtue of his office, be the Secretary of said Commission, but shall have no vote or voice in the acts and proceedings of said Commission. No member shall receive any salary or compensation for his services as such Commissioner.

The Commission is hereby authorized and empowered to expend such sum or sums as it shall deem proper and necessary for effectuating the objects of this Act, provided said

sums shall not in the aggregate in any one year exceed the sum of seven hundred dollars exclusive of the expenses actually incurred by the members in attendance on the Commission, and of sums expended for necessary printing, postage and stationery. Such sums, together with the actual expenses of the members incurred in attending the Commission and all bills for necessary printing, postage and stationery, shall be paid by the State Treasurer to the said Commission, upon the order or orders of its Chairman or President, attested by its Secretary.

Section 3. The said Commission shall have general supervision over all Libraries in this State established or maintained under the provisions of this Act; and shall have the supervision and control of all circulating Libraries now, or hereafter to be, established under the provisions of Chapter 220, of Volume 21, of the Laws of Delaware; shall have power to require of any and all District Library Commissions created as hereinafter provided such reports as are or may be deemed proper; shall make certificate to the State Treasurer when any Library is entitled to State aid, as hereafter provided; and shall have all further and other powers necessary and proper for the general supervision of the Libraries aforesaid. The State Library Commission shall have power to make all rules and by-laws for its own government. The said Commission shall, in the month of January in each year in which there is a regular biennial session of the General Assembly of this State, make report to said General Assembly of its doings and of any recommendations deemed advisable.

Section 4. Any single, united, consolidated or incorporated School District in this State may receive in its corporate capacity and hold any devise, bequest or donation for the foundation and establishment or for the maintenance, support and increase of a Free Public Library within the same.

Section 5. Any single, united, consolidated or incor-

porated School District in this State is hereby authorized and empowered to establish and maintain a Free Public Library, with or without reading room, provided that at any election held as hereinafter provided, a majority of the qualified electors of said School District then present and voting, shall vote in favor of such establishment.

Section 6. For the purposes of this Act, all the School Districts in this State, single, united, consolidated and incorporated, are classified according to the sums which the several Boards of Education or School Committees are authorized by law to levy and raise by taxation annually for current school expenses, as follows, namely :

Every District in which the sum authorized as aforesaid is six thousand dollars or more, shall be deemed and taken to be a District of the First Class ; every District in which the sum authorized as aforesaid is not less than four thousand nor as much as six thousand dollars, shall be deemed and taken to be a District of the Second Class ; every District in which the sum authorized as aforesaid is not less than two thousand, nor as much as four thousand dollars, shall be deemed and taken to be a District of the Third Class ; every District in which the sum authorized as aforesaid is not less than one thousand, nor as much as two thousand dollars, shall be deemed and taken to be a District of the Fourth Class ; every District in which the sum authorized as aforesaid is not less than five hundred, nor as much as one thousand dollars, shall be deemed and taken to be a district of the Fifth Class ; every District in which the sum authorized as aforesaid is not less than two hundred, nor as much as five hundred dollars, shall be deemed and taken to be a District of the Sixth Class ; and every District in which the sum authorized as aforesaid is less than two hundred dollars shall be deemed and taken to be a District of the Seventh Class.

Section 7. Every Board of Education or School Committee in this State shall submit the question as to the es-

tablishment of a Free Public Library in said District to the qualified electors thereof, at a special election to be held on the day next following the ensuing regular school election in such District, not being Sunday or a legal holiday ; provided said Board or Committee be petitioned so to do thirty days at least before the next succeeding regular school election in such District, by a number of the qualified electors thereof. The number of qualified electors who must petition as aforesaid, shall be as follows, namely : in Districts of the First or Second Class, twenty qualified electors ; in Districts of the Third, Fourth or Fifth Class, ten qualified electors ; and in Districts of the Sixth or Seventh Class, five qualified electors.

Section 8. The vote on the question as to the establishment of a Free Public Library, when submitted as aforesaid, shall be by ballot, upon which shall be printed or written either the words "For a Free Library," or the words "Against a Free Library." A majority of the ballots cast legally at said election shall determine the question. All persons entitled to vote at the regular school election next before such special election shall be entitled to vote on such question. In all respects the place of voting, and the conduct of the election, counting of ballots, and the like, shall be as now are, or hereafter may be, provided by law for the regular school election in the School District wherein such question is submitted. Provided, that the Board of Education or School Committee, upon being petitioned to submit the question of the establishment of a Free Library as hereinbefore provided, shall give notice of such submission by printed advertisements posted in at least five public places in said District at least ten days before the election. The said advertisements shall state the question to be submitted as hereinbefore provided, and the time and place of voting upon such question. In case any Board of Education or School Committee shall neglect or refuse to give such notice, any qualified elector may do so,

and the notice so given shall be as effectual as though given by said Board or Committee.

Section 9. If a majority of the ballots cast as aforesaid shall be against the establishment of a Free Library, the question as to such establishment may again be submitted at special elections to be held on the day next following any regular school election thereafter ensuing (not being Sunday or a legal holiday) as often as petitions therefor shall be presented to the said Board of Education or School Committee as hereinbefore provided.

Section 10. If at any election the qualified electors shall in the manner aforesaid, declare in favor of the establishment of a Free Public Library in any District, then the Board of Education or School Committee thereof shall, and it is hereby authorized, empowered and required to levy and raise by taxation for the purpose of the establishment of such Library therein, and also for the maintenance, increase and support of said Library for the year then next ensuing, a sum determinable by the class in which such District belongs, that is to say: If such District be of the First Class, the sum required to be levied and raised as aforesaid shall be not less than two hundred and fifty, nor more than six hundred dollars; if such District be of the Second Class, the sum so required as aforesaid shall be not less than one hundred and fifty, nor more than four hundred dollars; if such District be of the Third Class the sum so required as aforesaid shall be not less than one hundred, nor more than three hundred dollars; if such District be of the Fourth Class, the sum so required as aforesaid shall be not less than seventy-five dollars, nor more than two hundred dollars; if such District be of the Fifth Class, the sum so required as aforesaid shall be not less than fifty, nor more than one hundred and fifty dollars; if such District be of the Sixth Class, the sum so required as aforesaid shall be not less than forty, nor more than one hundred dollars; and if such District be of the

Seventh Class, the sum so required as aforesaid shall be not less than twenty-five, nor more than seventy-five dollars.

And annually thereafter, such Board of Education or School Committee shall levy and raise by taxation for the maintenance and increase of the Library so established as aforesaid, a sum as hereinbefore prescribed and limited in this section for the establishment of such Library.

All sums authorized to be levied and raised by taxation under this Act, shall be levied, raised and collected as school taxes for current school expenses are, and shall, if the said Board or Committee deem it necessary, be in excess of and in addition to the sum or amount authorized to be raised in said District by taxation for current school expenses.

Any District in which a Library has been established as aforesaid, may fix any sum (not less than the minimum sum required to be raised in said District as hereinbefore prescribed in this section) to be levied and raised in the District for the maintenance and increase of the Library therein during the ensuing year: the vote to fix any sum shall be by ballot, and a majority of the ballots cast at such election shall determine the question.

Section 11. Every School District in this State which shall establish a Free Public Library pursuant to the provisions of this Act, shall annually thereafter, at an election held on the day next following the regular school election (not being Sunday or a legal holiday) elect members of a School District Library Commission.

The said District Library Commission shall be composed of the following number of members, namely: if it be a Commission in a District of the First or Second Class, nine members; in a District of the Third or Fourth Class, five members; in a District of the Fifth, Sixth or Seventh Class, three members. The members shall hold office for

the term of three years, or until their successors are duly elected and qualified ; provided that at the first election of said Commission next succeeding the establishment of a Free Public Library as aforesaid the members of said Commission shall be elected for the following terms, namely : for a District of the First or Second Class, three members shall be elected for one year, three for two years, and three for three years, or until their successors are duly chosen and qualified ; for a District of the Third or Fourth Class, two of the members shall be elected for one year, two for two years, and one for three years, or until their successors are duly chosen and qualified ; for a District of the Fifth, Sixth or Seventh class, one of the members shall be elected for one year, one for two years, and one for three years, or until their successors are duly chosen and qualified ; provided further, that the Board of Education or School Committee in any School District wherein the question as to the establishment of a Free Public Library has been submitted and carried in favor of such establishment as hereinbefore provided, shall, as soon as may be after the decision upon such question has been ascertained, elect all of the members of such District Library Commission to compose the first District Library Commission to act until their successors have been elected by the qualified electors of the District at the time herein-before provided for such election.

The members of any District Library Commission may or may not be members of the Board of Education or School Committee of the District and no person shall be ineligible to serve on said Commission by reason of sex. The election of the members of said Commission at any district election shall be by ballot by the qualified electors of said District, and, in all other respects except as to the day of election shall be conducted as is the election of members of the Board of Education or School Committee in the District.

Section 12. The first meeting of the District Library

Commission shall be on the evening of Tuesday next succeeding the election of its members. The Commission shall organize by electing from its members a chairman and secretary, and such other officers as it may deem proper. The treasurer of the School District shall be the treasurer of said Commission, and shall be subject to all orders of said Commission relative to moneys in his hands of which the said Commission has custody, as provided in this Act. The official bond of said treasurer shall be held and deemed to cover and include all such moneys, and the due and proper accounting therefor. A vacancy in said Commission caused by refusal to act, death, resignation or otherwise, shall be filled by said Commission until the *regular* school election next succeeding. A failure to attend three meetings of said Commission in succession shall, at the option of said Commission, be deemed a vacancy.

Section 13. The District Library Commission so elected as aforesaid shall have the entire custody and management of the Library and all property owned or leased, or donated, relating thereto, and all money raised by the District or donated for its establishment and maintenance, or paid by the State Treasurer, as hereinafter provided, shall be placed in the care and custody of said Commission to be expended or retained by said Commission for and in behalf of the District for the foundation and establishment and for the maintenance and increase of its Free Public Library.

The Commission shall make an explicit report to the District at each annual school meeting of all its receipts and expenditures, and of all the property of the District in its care and custody, including a statement of any unexpended balance of money, and of any bequests or donations in behalf of the District, and of any sum or sums received from the State as hereinafter provided, with such recommendations with reference to same as is deemed necessary for the District to consider.

The said Commission shall also make report and recommendation concerning the amount of money deemed necessary and proper by said Commission to be raised by taxation for any one year for said Library, to the Board of Education or School Committee after the selection of said Commission as aforesaid and prior to the fixing of the rate of taxation for said purpose by said Board of Education, or School Committee. The said District Library Commission shall also make such reports, at such times and embracing such matters, to the State Library Commission created by this Act as the said State Library Commission shall order and direct.

The said District Library Commission shall also have the power to procure by purchase, lease or acceptance of a gift or donation, a room or rooms for said Library, and to fit and furnish for the heat and light in the same, and the care thereof; and may, with the consent of the Board of Education or the School Committee, use any school room or rooms for this purpose; to purchase or accept donations or gifts of books, magazines, newspapers and reviews; to employ a librarian or librarians and a custodian and caretaker, and shall have such further and additional powers in the premises as are or may be deemed necessary for the foundation and establishment, and the support and maintenance of a Library, or a Library and reading room.

The said Commission shall also have the power to make such rules and regulations for the conduct of the persons employed by it, and for the care and use of the books, newspapers, magazines and reviews in said Library by the persons having authority to use said Library, and also concerning the conduct and deportment of all persons while in or about said Library or Library and reading room, as said Commission shall or may from time to time deem proper and advisable; provided, the use of said Library or Library and reading room or the contents thereof shall be free to said District, or to any person outside the Dis-

trict who owns real estate assessable for the school of the District. The rules and regulations so made by said Commission shall be enforceable by a penalty which the Commission is hereby authorized the same for a Library, or a Library and reading room, to provide to impose.

Such penalty shall consist either of a suspension from the privileges of said Library or Library and reading room and the contents thereof, or by a money fine. All money fines imposed as aforesaid may be collected by proceedings instituted in the corporate name of the District before any Justice of the Peace of the County, and jurisdiction to hear and finally determine all such proceedings is hereby conferred upon any and all Justices of the Peace. The process, mode of proceeding and rendering of judgment shall be as now is, or hereafter may be, provided by law for the collection of fines before Justices of the Peace.

All fines so collected shall be paid to the District and by it paid over to the District Library Commission to be used as other money of which it has the custody and care as hereinbefore provided.

Section 14. In addition to its other powers, the District Library Commission may, if it deem proper, permit persons living without the corporate limits of said District, to enjoy and use said Library or Library and reading room exactly as though residents of said District, upon the payment to said Commission for the use of the Library such fee or fees as said Commission shall deem proper.

Section 15. That any two or more School Districts may unite for the purpose of obtaining the benefit of this Act, whenever any School Committee of any such districts shall be petitioned therefor by at least five qualified electors thereof, said Committee shall arrange with the School Committee of any other of said Districts for the holding of a special election to determine the question. At such election, any qualified elector in any one of said Districts shall be entitled to vote at said special election.

If a majority of the votes then cast shall be in favor of uniting and establishing a Free Library for said Districts, the same shall be deemed and taken to be effected. The Districts so united shall be taken to be one District for the purposes of this Act, and shall be considered as belonging to the class which any one of said Districts would have belonged to if there had been no union.

Section 16. Whenever the State Library Commission shall certify to the State Treasurer of the State of Delaware that any single, united, consolidated or incorporated School District in this State has established a Free Public Library therein, and has raised by taxation, gift, or otherwise a sum not less than the sum prescribed by Section 10 of this Act for the class to which such District belongs, for the support and maintenance of said Library for the year then next ensuing, that then said State Treasurer shall pay to the District Library Commission of any such School District, a sum equal to one-half of the lowest sum prescribed in Section 10 of this Act for the class in which such District belongs; and annually thereafter, the said State Treasurer shall pay to said District Library Commission, a like sum, upon the certificate of the State Library Commission that said District has raised by taxation, gift, or otherwise a sum as hereinbefore provided for the maintenance and support of a Free Public Library therein for the year next ensuing.

Section 17. That the Free Public Library heretofore established in the Town of Dover be, and the same is hereby transferred to and made the Free Public Library of the United School District known as "Dover Public Schools;" and all the rights, powers, privileges and duties prescribed by this Act for Free Libraries to be established under its provisions, shall immediately vest in the Library so transferred, and in the said United School District, and in the Board of Education thereof, and in the local Library Commission having control thereof precisely as if said

Free Library had been established in said United School Districts in the first instance. The members of the local Library Commission having control of said Free Library at the time of the passage of this Act shall compose the District Library Commission after such transfer during the respective terms for which they were severally elected.

That the Free Library known as the "Corbit Library" provided for under Chapter 416 of Volume 11 of the Laws of Delaware be and the same is hereby made a School District Library for the purpose of receiving all benefits provided in Section 17 of this Act, and for the purpose of ascertaining what appropriation said Library shall receive under said Section from the State Treasurer, said Corbit Library shall be deemed and taken to be a Library established under the provisions of this Act in a School District of the Third Class; but in all other respects said Corbit Library shall remain and continue as though this Act had not been passed.

*Approved March 9, A. D. 1901.*

*Amended and Approved March 31, A. D. 1903.*

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And I do not mean by all this my talk, that young gentlemen should always be poring on a book, and by using good studies should loose honest pleasure and haunt no good pastime: I mean nothing less. . . . I would wish that beside some good time fitly appointed, and constantly kept, to increase by reading the knowledge of the tongue and learning; young gentlemen should use and delight in all courtly exercises and gentlemanlike pastimes.—ROGER ASCHAM.

**ERRATA.**

- "State" should be state, p. 16, last line.  
"discourged" should be discouraged, p. 25, ¶ 3, line 1.  
"(See index)" should be (see Table of Contents), pp. 30, 32, 35,  
37, 45.  
Omit "initials," p. 32, ¶ 2, line 6.  
Omit "Author's Initial," p. 32, ¶ 2, line 7.  
"Event" should be issue, p. 33, line 6.  
? should be ! p. 40, close of ¶ 4.  
Insert heading, Registration Book, to ¶ 4, p. 51.  
Insert heading Book Pocket, to ¶ 4, p. 53.  
"e" should be i in "whesp'ring," p. 58, line 2 of quotation.  
Omit g in "rung," p. 61, ¶ 5, line 1.  
"e" should be c in School, p. 62, ¶ 3, of "Library Schools."

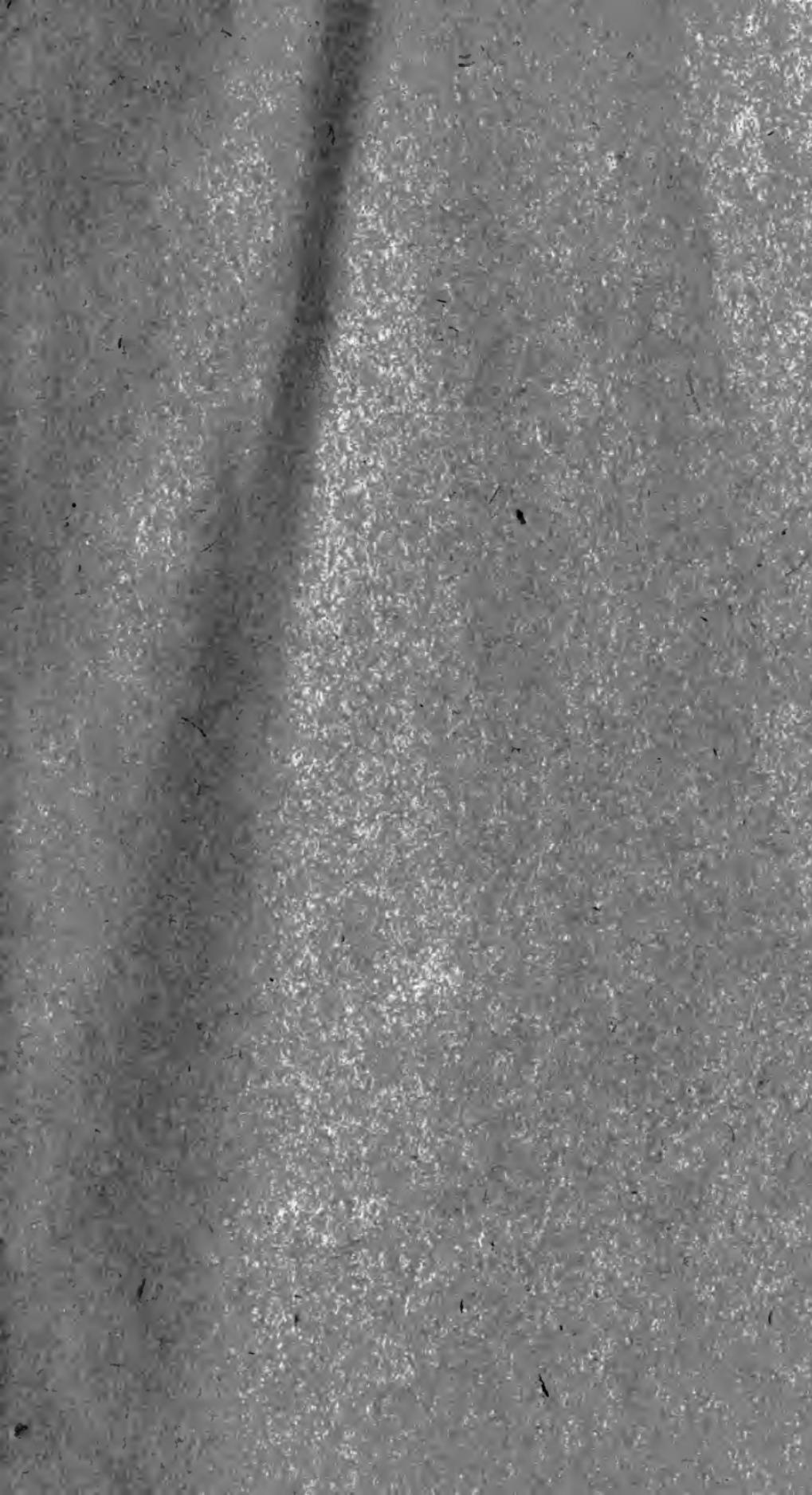
Wherever we go in life, even in the darkest alleys of literature, a good and an evil example will always be put before us, and because this world is not Heaven, we must be left to make our choice between good and evil ; but the more a person's views are enlarged, and the wider the choice that is offered to him, the better hope there is that he may take the good and leave the evil. All that we can do is to give him light—light in every possible direction, and if a man chooses to make a bad use of his eyes and ears, and of his other faculties, all that we can say is, we have done our best, we cannot make the world Heaven.

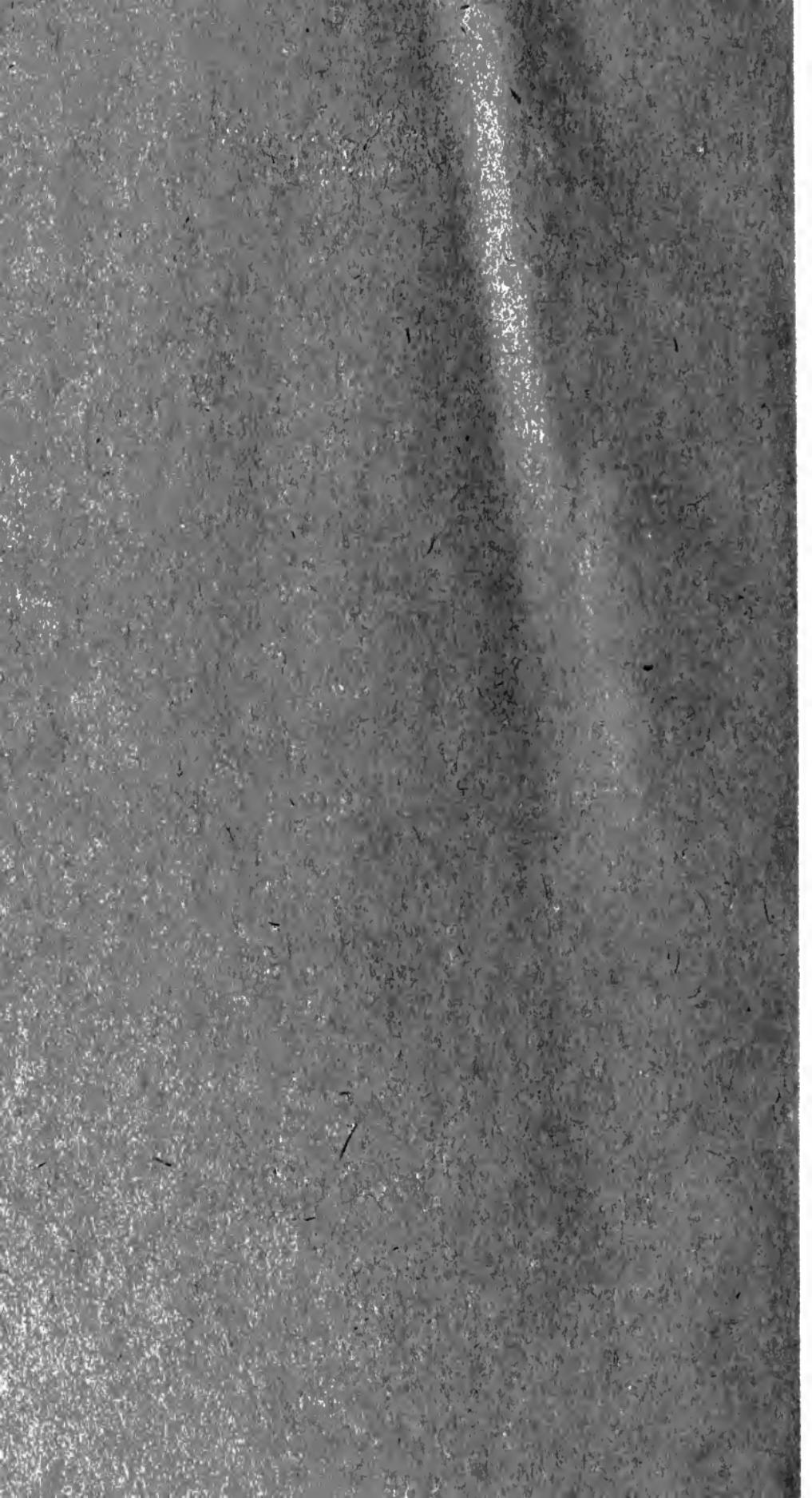
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